



CITY OF CAÑON CITY

City Clerk

P.O. Box 1460 • 128 Main Street
Cañon City, CO 81215-1460
(719) 269-9011 • Fax: (719) 269-9017

OPEN RECORDS POLICY

PURPOSE:

- To establish general policies and procedures for providing access to public records maintained by the City of Cañon City.
- To establish reasonable and standardized fees for record requests.
- To insure compliance with the Colorado Open Records Act.

APPLICABILITY:

This Open Record Policy applies to all City records except criminal justice records or Municipal Court records. Criminal justice records may be requested through the Cañon City Police Department and Municipal Court records may be requested through the Municipal Court.

The Fee Schedule incorporated within this policy (Exhibit 1) shall apply to requests for documents.

REQUESTS:

All public record requests shall be made in writing on the City of Canon City's Request for Record Form (Exhibit 2) and must be sent to the City Clerk, as the record custodian. Requests may be mailed, sent via facsimile or email. If a request is sent via e-mail to anyone other than the Clerk, it will not be considered as received by the City and the statutory time for response to the requests will not begin until a confirmation has been sent by the Clerk.

All requests for records **must** be specific as to the records sought and the relevant dates. Requests for correspondence must identify the parties to the correspondence. For any request that is vague or broadly stated the Clerk may require the requestor to provide a more specific request.

The Clerk is not required by the Open Records Act to construct or create a record that does not exist.

RESPONSES TO REQUESTS:

Time for response to records requests shall be as follows:

1. The normal time for production shall be three working days, beginning on the first business day after the request is received.
2. Such period may be extended upon determination by the Clerk that extenuating circumstances exist. Such period of extension shall not normally exceed **seven** working days. The requestor shall be notified of the extension within the three-day period.
3. Time periods will be calculated without including the date on which the Clerk receives any request.

Requests to inspect records and/or documents will not take priority over the regular work activities of City employees.

If charges are expected to exceed \$.25, or if a retrieval fee based on the actual cost of responding is to be charged, the Clerk will provide the requestor with an estimate of the cost of responding prior to responding and may require a deposit. If the requestor wishes to proceed upon receiving an estimate, he or she must respond in writing and provide a deposit if required. By responding in writing, the requestor agrees to pay all fees associated with responding to the request. The time between the date of the Clerk's estimate and the receipt by the Clerk of a written request to proceed will not be counted against the time period set forth above.

If the requestor wishes to inspect available records in advance of receiving copies, such inspection shall be by appointment only during ordinary working hours. Such inspection must be supervised by a City representative and the requestor may be charged for employee time associated with such inspection.

Requestors who have not come in to view the requested information within 10 working days of being notified that the information is available for review will be required to submit a new public records request.

EXHIBIT 1 – OPEN RECORDS POLICY

FEE SCHEDULE (Effective January 1, 2017)

Standard and General copies & printouts:

8 ½ x 11 (standard page–black & white/single-sided)	\$0.25 per page
8 ½ x 11 (color/single-sided)	\$1.00 per page
8 ½ x 14 (black & white/single-sided)	\$0.50 per page
8 ½ x 14 (color/single-sided)	\$1.25 per page
11 x 17 (black & white/single-sided)	\$1.00 per page
11 x 17 (color/single-sided)	\$2.00 per page
Duplicate audio tapes	\$5.00 per 90 minute tape + labor charges
Electronic disks	\$5.00 per disk (CD or “floppy”) + labor charges
Video Tape duplication	Per Gov’t Television Goals & Policies

- Copy/Printout charges may vary for records that require preparation, retrieval, research, or special handling efforts involving staff time of over one (1) hour. A cost estimate, based upon \$30.00 per hour (\$7.50/15-minute increment), shall be provided to the customer for approval prior to providing the services requested, following the first one (1) hour of provided services.
- Charges for GIS documents, large format copies and printouts, and use of the plotter are charged at other costs. Please see large format cost breakdown below.
- *Sales tax, at the rate of 8.4%, must be charged and collected for all copies. (Sales tax is not charged on labor charges.)*
- Fees may, but not necessarily will, be waived when copies are to be used by a public agency, a nonprofit organization, the media, or for academic research. Such waiver must be authorized by the City Clerk or City Administrator.
- Fees may be waived when the provision of a copy to a customer directly relates to a pending request or application being filed by that customer for which an application fee is paid.
- Charges estimated to exceed \$10.00 shall be pre-paid prior to processing the Records Request.
- In instances where copy charges are NOT prepaid, additional requests for records will not be processed until delivery is accepted and payment made for the original request.
- Nothing in this policy restricts each department from developing and reproducing documents to better inform, notify, or instruct members of the public on items that are within the scope of work of that department.

Large format copies & printouts (incl. Plotter use charges)

BLACK & WHITE (Cost per page)						
SIZE	IN	IN	SF	Plot Cost	Tax (7.4%)	Total Charge
ANSI C	17	22	2.60	\$2.00	\$0.15	\$2.15
ANSI D	22	34	5.19	\$5.00	\$0.37	\$5.37
ANSI E	34	44	10.39	\$9.00	\$0.67	\$9.67
ARCH C	18	24	3.00	\$3.00	\$0.23	\$3.23
ARCH D	24	36	6.00	\$5.00	\$0.37	\$5.37
ARCH E	36	48	12.00	\$11.00	\$0.82	\$11.82

COLOR LINE (Cost per page)						
SIZE	IN	IN	SF	Plot Cost	Tax (7.4%)	Total Charge
ANSI C	17	22	2.60	\$3.00	\$0.23	\$3.23
ANSI D	22	34	5.19	\$5.00	\$0.37	\$5.37
ANSI E	34	44	10.39	\$10.00	\$0.74	\$10.74
ARCH C	18	24	3.00	\$3.00	\$0.23	\$3.23
ARCH D	24	36	6.00	\$6.00	\$0.45	\$6.45
ARCH E	36	48	12.00	\$12.00	\$0.89	\$12.89

COLOR SHADE (Cost per page)						
SIZE	IN	IN	SF	Plot Cost	Tax (7.4%)	Total Charge
Zoning Map	38	36	9.50	\$10.00	\$0.74	\$10.74
ANSI C	17	22	2.60	\$3.00	\$0.23	\$3.23
ANSI D	22	34	5.19	\$6.00	\$0.45	\$6.45
ANSI E	34	44	10.39	\$13.00	\$0.97	\$13.97
ARCH C	18	24	3.00	\$4.00	\$0.30	\$4.30
ARCH D	24	36	6.00	\$7.00	\$0.52	\$7.52
ARCH E	36	48	12.00	\$15.00	\$1.11	\$16.11