

It is the intent of this administrative policy to establish Citywide procedures and standardized fees for City records governed by the Colorado Open Records Act, not the Criminal Justice Records Act.

**Fees and Charges**

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| Fees for Reproduction of Public Records:   |   |
| 8.5" x 11" black & white   | \$0.25                                      |
| 8.5" x 11" color   | \$0.35                                      |
| 8.5" x 14" black & white   | \$0.25                                      |
| 8.5" x 14" color   | \$0.35                                      |
| 11" x 17" black & white  | \$0.25                                      |
| 11" x 17" color  | \$0.35                                      |
| Certified Copy of Record   | \$5.00 – Per record, plus copy fee per page |
| Certificate of Occupancy   | \$0.25                                      |
| <p>Research and Retrieval fees are <b>\$7.50</b> per quarter hour <u>after the first hour</u> of staff time spent to locate and retrieving the record(s). Copying, postage, and any other fees incurred by the City will be additional to the Research and Retrieval charges, if applicable. The City may require and collect a 50% advance deposit of estimated research and retrieval and reproduction fees for any public record and open record requests that will take significant staff time and resources to complete. Any request involving an estimate of more than 3 hours to complete is considered <b>significant staff</b> time. A 100% advance deposit may be required for requests from persons who have made previous records requests and failed to submit payment. The City reserves the right to charge the requestor any fees incurred in processing the request (i.e., bank charges/postage).</p> |   |
| <p>Standard Maps and Plans:<br/>           Schedule lists fees for common map and plan sizes. Price will be adjusted for use of special paper.</p>   |   |
| 17" x 22" up to 18" x 24"  | \$5.00 per sheet                            |
| 22" x 34" up to 24" x 36"  | \$5.00 per sheet                            |
| Mylar Plan Copies (18" x 24", 24" x 36", or 30" x 42")   | \$5.00 per sheet                            |
| Aerials (GIS)  | \$5.00 per sheet                            |
| PDF's copies to CD   | \$5.00                                      |
| <p>Additional charges will apply when special media (such as audio, video, photography) is needed to satisfy a request. You will be notified in advance when any unique charges will apply.</p>  |   |