

OURAY COUNTY POLICY
PUBLIC REQUESTS FOR MATERIALS/INFORMATION

Effective 1-1-2002

While Ouray County recognizes its obligation to meet individual requests from the public for various public materials and/or information, it also recognizes its obligation to not unduly burden the public in responding to requests from individuals. To that end, the following policy has been established to cover such requests:

1. Whenever appropriate, the requestor will be encouraged to obtain the requested information with minimal reliance on the services of a County employee. Copies of minimum-security documents may be made by the requestor at a charge of \$.25 per 8 1/2x11", or 8 1/2 x 14" photocopy, \$.30 per 11 x 17" photocopy. Copies greater in size than 11 x 17" will be charged \$5.00 per sheet.
2. Fax charges are \$.75 per page sent for local calls. Faxes received are \$.75 per page. Fax charges for long distance calls are \$1.50 per page sent.
3. If, for reasons of security or convenience, the services of a County Employee are required, the County will require reimbursement at the rate of \$20 per hour of employee time, in half-hour increments, which is intended to cover employee wages and benefits and any other needed equipment time such as computers, copy machines, etc. Tasks anticipated to be two hours or greater in length will require an advance deposit.
4. Taped copies of the Board of County Commissioners meetings are available at a cost of \$20 per tape. Requests must be submitted in writing.
5. Copies for official county records and materials from the office of the County Clerk, Treasurer, Sheriff and Assessor shall be priced either by State statute or by County determination, as is posted.
6. Citizens are encouraged to make every effort to arrange for an appointment for these services. The County reserves the right to provide such services under whatever period deemed to be reasonable by the County department head of the department involved.
7. All requests for public records shall be made in writing by the requestor.