

RESOLUTION
THE OURAY COUNTY
BOARD OF OURAY COUNTY COMMISSIONERS

Concerning Copy and Search Costs

WHEREAS, the Board of County Commissioners of Ouray County, Colorado, met in regular session on August 6, 2007; and

WHEREAS, C.R.S. 24-72-201, *et seq.*, allows the Board of County Commissioners to make such rules and regulations with reference to the inspection of County records as are reasonably necessary for the protection of such records and the prevention of unnecessary interference with the regular discharge of the duties of the County or the officers, thereof.

NOW THEREFORE, BE IT RESOLVED THAT, by the Board of County Commissioners of Ouray County, Colorado the following statement of policies concerning public requests for copies of County records/information shall be effective immediately and shall continue until and unless they are changed by the Board of County Commissioners.

SEE ATTACHED EXHIBIT 'A' INCORPORATED HEREIN BY THIS REFERENCE

Introduced, read and passed this 6th day of August, 2007.

BOARD OF COUNTY COMMISSIONERS
OF OURAY COUNTY, COLORADO

Attest:

Don Batchelder, Chair

Michelle Nauer, Clerk and Recorder

Heidi M. Albritton, Vice Chair

By:

Linda Munson-Haley,
Deputy Clerk of the Board

Keith Meinert, Member

OURAY COUNTY POLICY PUBLIC REQUESTS FOR MATERIALS/INFORMATION

EFFECTIVE: August 6, 2007

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 1/2x14" photocopy, \$.50 per 11x17" photocopy or \$.50 per photocopy for colored copies. Copies greater in size than 11x17 will be charged \$5.00 per sheet.

Delivery charges are outlined below:

- a. Fax charges are \$1.00 for the first page sent and \$.50 for any additional pages for local calls. Faxes received are \$1.00 for the first page received and \$.50 for any additional pages. Fax charges for long distance calls are \$1.50 per page sent.
 - b. Mailing charges for standard-sized documents with ten (10) pages or less is \$1.00. Mailing standard-sized documents with 11 pages or more is \$2.00. Mailing plat copies (11" X 17") with 2 or fewer pages is \$2.00. Mailing plat copies (11" X 17" or full sized plats) with 3 or more pages is \$5.00.
 - c. Over the counter customers will not be charged for delivery.
2. If, for reasons of security, convenience, or data gathering, 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; the appropriate fee to cover the actual cost of printing the requested information. First half hour may be waived upon request. Tasks anticipated to be two hours or greater in length will require an advanced deposit.
 3. Taped copies of the Board of County Commissioners meetings are available at a cost of \$25 per tape.
 4. Copies for official county records and materials from the office of the County Clerk, Treasurer, Sheriff and Assessor shall be priced either by Colorado State Statute or by County determination, as is posted.
 5. 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.
 6. All requests for public records shall be made in writing by the requestor.