

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 _____, 2009; 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 ____ day of _____, 2009.

BOARD OF COUNTY COMMISSIONERS
OF OURAY COUNTY, COLORADO

Attest:

Heidi M. Albritton, Chair

K Keith Meinert, Vice Chair

By:

Michelle Nauer, Clerk and Recorder
Linda Munson-Haley, Deputy Clerk of the Board

Lynn Padgett, Member

OURAY COUNTY POLICY PUBLIC REQUESTS FOR MATERIALS / INFORMATION

EFFECTIVE: _____, 2009

Ouray County encourages everyone to go “green” by obtaining copies electronically!

(Additional delivery charges are applicable to all materials requested below. See page 2)

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 (twenty-five cents) per 8½” x 11”, or 8½” x 14” photocopy; \$.50 (fifty cents) per 11” x 17” photocopy; or \$.50 (fifty cents) per photocopy for colored copies. Copies greater in size than 11” x 17” will be charged \$5.00 per sheet.
2. 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. **Described below are miscellaneous information costs based on data or documents requested from the Assessor, County Clerk, Land Use Department, Board of County Commissioners, or County Administration.**
 - a. **Paper copies or electronic copies of Property Tax Records information within the Assessor’s office can be obtained for a charge of \$200.00.**
 - b. **Paper copies or electronic copies of Voter Registration information from the Clerk & Recorder’s office can be obtained for a fee of \$25.00 for setup and \$.01 (one cent) per name. An address label listing may be purchased for the setup fee and \$.02 (two cents) per label.**
 - c. **Paper copies of the Ouray County Budget or Land Use Code can be obtained for a charge of \$25.00 per document. An electronic copy on CD may be purchased for \$5.00.**
3. **Audio** copies of the Board of County Commissioners meetings are available at a cost **of \$5.00 per request.** Audio files of the meeting in its entirety will be provided.
4. 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 **\$25.00** per hour of employee time in half-hour increments, the appropriate fee to cover the actual cost of printing the requested information. The first half hour may be waived upon request. Tasks anticipated to be two hours or more in length will require a deposit.
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 department head of the County department involved.
6. All requests for public records shall be made in writing by the requestor.

Delivery charges for the various copies as identified above:

- 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. ***The mailing charge for standard-sized documents with five (5) pages or less is \$1.00. The mailing charge for standard-sized documents with six (6) to ten (10) pages is \$1.50. The mailing charge for standard-sized documents with eleven (11) pages or more is \$2.00. The mailing charge for copies (11" x 17" or full-sized plats) with 2 or less pages is \$2.00. The mailing charge for plat copies (11" x 17" or full-sized plats) with 3 or more pages is \$5.00.***
- c. ***The mailing charge for license plates is \$3.00***
- d. ***Copies burned to a CD for images or audio files are \$5.00 per request.***
- e. ***Email charges are \$1.00 per request.***
- f. Over-the-counter customers will not be charged for delivery.