

Denver Preschool Program Colorado Open Records Fee Policy

In order to pay for the cost of staff or contractors, custodians of public records within the Denver Preschool Program, the program may charge for research and retrieval time necessary to respond to requests for records under the Colorado Open Records Act (“CORA”). Pursuant to C.R.S. §24-72-205(6), effective December 23, 2015, staff or contractor time may be charged at a rate not to exceed \$30.00 per hour. There shall be no charge for the first hour of time for research and retrieval of records.

When a record custodian receives a CORA request, the custodian may estimate the research and retrieval time it will take to research and retrieve the records requested. The estimate of time and the appropriate fee may be provided to the requestor before work is performed, to determine if the requestor seeks to move forward with his/her request, understanding the associated cost. The custodian may require the requestor to pay the fee before proceeding to research and retrieve the records. If the requestor pays the fee based on the estimate and the time necessary to subsequently perform the research and retrieval of the records is less than the estimate, the custodian shall give a refund to the requestor.

Fees for research and retrieval of records

Research, retrieval and administrative fees may apply to your public records request. Up to one hour of research, retrieval and administrative work toward responding to a public records request will be completed at no charge. **Beginning at one hour, a \$30/hour charge will be assessed.** Fees also apply for hard copies of public records as follows:

Fees for hard and electronic copies of records (Hourly fees for research, retrieval and administrative time may apply):

- Documents in electronic format if normally maintained in electronic format sent to requestor via email: No charge.
- Paper, standard page (one page, up to 11” x 17”): No charge for first 20 pages; after 20 pages, 25 cents/page.
- Large volume that must be sent out for scanning or copying by a third-party vendor: actual vendor charge
- Electronic Records provided on a USB Flash Drive: \$1