

## **Rules with Reference to the Inspection of Public Records within the Custody of the Office of the Douglas County Clerk and Recorder.**

These Rules are adopted pursuant to Section 24-72-203, C.R.S. They are intended to supplement Douglas County Policy V.2.1, as that policy may be amended from time to time, and the statutory provisions pertaining to the inspection of public records set forth in section 24-72-201, et seq., C.R.S. These Rules are deemed by the official custodian to be reasonably necessary for the protection of such records and the prevention of unnecessary interference with the regular discharge of duties of the staff of the Office of the Clerk and Recorder.

### **Fee for Staff Time**

Standard 8.5" X 11" copies of public records shall, pursuant to State law and County policy, be provided for the fee of \$.25 per page, with no additional charge for staff time.

When compliance with a specific request requires more than standard copies, then the actual copying costs may be charged to the requesting party.

In the event that a specific request requires substantial devotion of staff time, whether for purposes of manipulating data, researching records, or supervising the physical inspection of original documents, then a fee of \$25 per hour may be charged to the requesting party. For purposes of this Rule, "substantial devotion of staff time" shall mean more than 2 hours, and said fee shall not begin to accrue until after the first two hours of staff time.

A requesting party should be notified of the estimated fees and costs, and said fees and costs should be collected from the requesting party, prior to any such costs being incurred by the Office and of the Clerk and Recorder. Only actual costs will be charged and if the estimate exceeded actual expense of filling the request the excess will be refunded to the requestor.