

CORA REQUEST FEE SCHEDULE

There is no charge for the first 25 pages produced and the first two hours of staff time consumed when locating and producing records. When the number of pages produced exceeds 25 pages, the City shall charge for all additional records copied. When locating and producing records consumes more than two hours of staff time, the City shall charge for all staff time over the initial two hours associated with locating and producing records for the requestor.

The fees set below are for requests **not** subject to the Colorado Criminal Justice Records Act (CCJRA). All fees must be paid by cash, credit card, check or money order and in the exact amount to the City's Accounts Receivable department. An estimate will be provided and a 50% deposit will be requested prior to the final invoice to help you prepare for the final costs. Under certain circumstances the 50% deposit will be required prior to compilation of records. A refund will be given if the actual cost is less than the deposit.

If the records are not readily available at the time of the request, pursuant to C.R.S. 24-72-201 *et seq.*, the records shall be made available for inspection within three working days of receipt of the request. If extenuating circumstances exist as outlined in C.R.S. § 24-72-203, the period may be extended by an additional seven working days.

Item	Fee
Photocopies or Printouts per C.R.S §24-72-205(5)	<ul style="list-style-type: none"> • \$.25 per 8 ½" x 11" standard size or actual cost for documents larger than standard size • Oversized Maps - actual cost • Photographs - actual cost
Research and Retrieval/Compilation of Requested Documents	<ul style="list-style-type: none"> • \$20 per hour in 15 minute increments
Data Manipulation per C.R.S. §24-72-205(3)	<ul style="list-style-type: none"> • Actual cost
Emailed Record Production	<ul style="list-style-type: none"> • No charge beyond cost for researching, retrieving and performing data manipulation in 15 minute increments
Electronic Record Production	<ul style="list-style-type: none"> • \$5 plus charge for researching, retrieving and performing data manipulation
Off-site Records Retrieval	<ul style="list-style-type: none"> • 50% of actual cost to retrieve the records from off-site storage facility
Audiotape, Videotape or Other Magnetic Tape	<ul style="list-style-type: none"> • Actual cost to reproduce
On-site Document Inspection	<ul style="list-style-type: none"> • \$20 per hour for staff time
Postage	<ul style="list-style-type: none"> • Actual cost