

**City of Greenwood Village**  
**Record Reproduction, Research Services, and Fees**  
**2022**

This guide provides a summary and explanation of records research and reproduction services offered by the City of Greenwood Village and the Colorado Open Records Act (CORA).

**Duplication Services**

Standard B&W Photocopying 8x11, 8x14, 11x17

\$.0 first ten pages then

\$.25 per page (Pursuant to State Statutes)

Standard B&W Photocopying Mylars/Maps 24" x 36"

\$5.00 per page

Color Photocopying

\$2.50 per page

Certification of a Record

\$5.00

**Electronic Scanning/ Video/Reproduction-** This produces an electronic file on, CD-ROM, or ZIP disk. Additional media costs may apply depending on the size of the electronic file(s) produced and the requester's requirements. Charges are based on the actual cost of supplies and staff time. Charges are as follows; CD-ROM (with case): \$7.50; ZIP disk (flash drive), \$20.00. The requester can provide his/her own flash drive, CD or Zip disk to avoid media charges.

**Police Electronic Video/Digital Reproduction and Digital Photographs-** Additional media costs will depend on the size of the electronic file(s) produced and the requester's requirements. Charges are as follows:

Video/Digital Reproductions (DVD/DVR/CD-ROM) including Body Wear Camera Video: \$35.00 for first DVD/DVR/CD-ROM. Any additional media required to complete the file would be charged the actual costs of the supplies (as listed above) and staff time at a rate of \$35.00/hour including redaction.

**Research Services** – In addition to duplication services, the Village reserves the right to charge a research and retrieval fee of thirty-three dollars and fifty-eight cents (\$33.58) per hour for any staff time devoted to searching for the requested information. A greater fee may be assessed if professional assistance is needed to retrieve the requested information. A deposit may be requested equal to fifty percent (50%) of the estimated costs for the search before the search is commenced.

**Data Services** - The Village reserves the right to charge a fee for programming, coding, or custom search queries to convert a record into a structured data or searchable format including any creation of a new record. The fee charged will be based on recovery of the actual or incremental costs of performing the programming, coding, or custom search queries, together with a reasonable portion of the costs associated with building and maintaining the information systems. This service is available unless strictly prohibit by law or is not technologically or practically feasible such as having to purchase new software.

**Supervision of Records** – The Village reserves the right to charge a fee for the time required for the custodian to supervise the handling of records, when such supervision is necessary to protect the integrity or security of the original records.

**Written Request:** The Village may require any request for access or copies to be in writing to adequately document the request, to clarify exactly what records are sought and to determine the requester's right to access. If the Custodian receives a request to inspect public records that is ambiguous or lacks sufficient specificity to enable the Custodian to locate the records, the Custodian shall, within three (3) working days, notify the requesting party in writing of the deficiencies in the request. Any clarified request shall be considered a new request.

**Response Time:** The Village will act on requests as soon as possible; however, if it appears it will take some time to provide records or notification of fees is required, a response will be provided estimating fees and providing further information regarding the Village's ability and plans to provide the requested records. If the requested records are voluminous, in active use, or otherwise not readily available, the Custodian shall, within three (3) business days, notify the requesting party in writing that the documents will be produced for inspection within seven (7) business days of the date of the request, pursuant to C.R.S. § 24-72-203(3). The notice shall state the reason(s) why the requested records are not readily available, and shall ask the requesting party to schedule an appointment for inspection of the requested records. If the records are readily available, the Custodian shall, within three (3) working days of the request, contact the requesting party to schedule an appointment.

**Abandoned Requests:** Records assembled in response to a request will be held for no more than seven business days after the requestor has been notified that the records are available for inspection or picked up. The holding period may be shorter for records which are needed for continued Village operations. Failure to provide clarification, come to inspect, pick-up copies, or remit payment within this timeframe will be considered an abandoned request, and the request will be automatically closed. The records will be returned to their files and a new records request must be submitted in order to inspect or obtain copies of the records, wherein the entire process will start over.

### **Delivery Services**

A mail charge may be assessed in addition to the copy charge when mail service is requested.

**Faxing Records & Air Express Delivery:** Generally, records may be faxed if the request is for fewer than 15 pages and fax time and facilities are readily available at the time. Whether and to what extent records will be faxed is at the sole discretion of the Record Custodians. If air express delivery is requested, it shall be up to the requester to arrange for such pickup and packaging of the records by the air express delivery service and to pay all fees for such delivery directly to the air express delivery service.

No transmission fees will be charged for transmitting public records via electronic mail, Google Drive, or VPN. Whether and to what extent records will be transmitted electronically is at the sole discretion of the Record Custodians. However, if other costs associated with producing records such as research or redacting are generated from the record request and unless recovery of all or any portion of such costs or fees have been waived, the Village will transmit the information via email, Google Drive, or VPN upon receiving such payment or making arrangements to receive such payment at a later date. The Village will forward the information to the requester as soon as practicable but no more than (3) three business days after receipt of/or arranging to receive, such payment. *(Pursuant to C.R.S. 24-72-205 (1)(b))*

**Waiver Services-** Any fees may be waived at the discretion of the City Manager.

### **Denial of Records**

A requester who is denied must contact the custodian to meet to discuss a recourse or method to resolve the dispute at least 14 days prior to filing a complaint in district court. Such resolution shall be agreeable to both parties. Any expenses necessary to resolve the dispute will be shared equally between the parties unless the parties agree to a different method of allocating costs. Should the requester file a written notice to the custodian that they need to pursue immediate access to the record; such notice should include a factual basis of the expedited need and be filed at least three business days prior to the date on which the requester files the application with the district court. No meeting to try to resolve the dispute is required should action be taken with the district court.