

CORRECTED RESOLUTION NO. 2023-3

**A CORRECTED RESOLUTION ADOPTING
CHARGES FOR SEARCH, RETRIEVAL
AND REPRODUCTION OF PUBLIC
RECORDS**

WHEREAS, the Upper Yampa Water Conservancy District (“District”) is committed to providing access to all open and public records maintained by the District pursuant to the Colorado Open Records Act (“CORA”), C.R.S. §24-72-201 *et seq.* and Article X of the District’s bylaws; and

WHEREAS, C.R.S. §24-72-205 permits the District to charge reasonable fees for copies, printouts, photographs and other costs of services related to fulfilling a CORA request; and

WHEREAS, the establishment of a schedule of fees for copies, printouts, photographs and other costs of services related to fulfilling a CORA request will be a benefit to the general public, and the District in the search for, retrieval of and reproduction of public records.

**NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF DIRECTORS OF
THE DISTRICT:**

1. That in accord with C.R.S. §24-72-203, all public records of the District shall be open for inspection by all persons at reasonable times, except as provided in the CORA, or as otherwise provided by law, subject to any rules established by the official custodian of the record with reference to the inspection of the record as are reasonably necessary for the protection of the record and the prevention of the unnecessary interference with the regular discharge of the duties of the custodian or the custodian’s office.

2. That the attached Exhibit A “Colorado Open Records Act Copying and Retrieval Fees” is hereby adopted and made a part of this Resolution. Any future changes to any fees for copies, printouts, photographs or other costs of service related to fulfilling a CORA request contained in the attached Policy Related to Public Records shall be accomplished by an amendment to this Resolution.

3. This corrected Resolution and the attached Exhibit A “Colorado Open Records Act Copying and Retrieval Fees,” shall be effective beginning July 23, 2019.

4. This corrected Resolution shall supersede and replace all other resolutions previously adopted by the District pertaining to copying, printouts, photographs or other services related to CORA requests.

Read, adopted and approved this 20th day of September 2023.



Doug Monger, President of the Board

ATTEST: 

Andy Rossi, General Manager and Secretary of the Board

Exhibit A

Colorado Open Records Act Copying and Retrieval Fees

There is no charge for the first 10 standard size (8 ½"x11") pages produced and the first one hour of staff time consumed when locating and producing records. When the number of pages produced exceeds 10 pages, the District shall charge for all additional pages copied. When locating and producing records consumes more than one hour of staff time, the District shall additionally charge for all staff time over the initial one hour associated with locating and producing records for the requestor.

All fees must be paid by cash, check or money order and in the exact amount. An estimate will be provided, and a 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"x11" 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">• \$33.58 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">• Reasonable part of the costs to build and maintain the information system plus charge for researching, retrieving and performing data manipulation
Off-site Record Retrieval	<ul style="list-style-type: none">• 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">• \$33.58 per hour for staff time
Postage	<ul style="list-style-type: none">• Actual cost