UYWCD Copying and Retrieval Fee Schedule

There is no charge for the first 10 standard size (8 ½" x 11") 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)	$.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	• $41.37 per hour in 15-minute increments
Data Manipulation per C.R.S. §24-72-205(3)	• Actual cost
Emailed Record Production	• No charge beyond cost for researching, retrieving and performing data manipulation in 15-minute increments
Electronic Record Production	• 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	• Actual cost to retrieve the records from off-site storage facility
Audiotape, Videotape or Other Magnetic Tape	• Actual cost to reproduce
On-site Document Inspection	• $41.37 per hour for staff time
Postage	• Actual cost