



JACKSON COUNTY ADMINISTRATOR

Samantha Martin

COUNTY OF

JACKSON

WALDEN, COLORADO 80480

(970) 723-4660

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**Subject: CORA Requests**

**Date: November 19, 2024**

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## **POLICY REGARDING REQUESTS FOR PUBLIC RECORDS PURSUANT TO THE COLORADO OPEN RECORDS ACT**

In accordance with the Colorado Public (Open) Records act, C.R.S. 24-72-201. (CORA), it is the policy of Jackson County that all public records maintained by Jackson County shall be open for supervised inspection by any person at reasonable time during normal office hours. Requests for copies, printouts, or photographs of the public records maintained by Jackson County will be made available in accordance with C.R.S. 24-72-205 and the rules established by Jackson County as set forth below.

**Procedure:** C.R.S. 24-72-203 provides that procedures for inspection and copying of public records can be subject to rules made by the official custodian as are reasonably necessary for the protection of such records and the prevention of unnecessary interference with the regular discharge of the duties of the custodian or the custodian's office.

Jackson County has determined that the *use* of an official request form is necessary for the efficient handling of requests made pursuant to CORA for copies of public records maintained by Jackson County. The Request for Records form is attached hereto. Requests must be specific as to the records being sought and submitted to the appropriate Custodial County office.

### **Custodians of Records:**

- Building & zoning records: (970)723-8580 [smartin@jacksoncountyco.gov](mailto:smartin@jacksoncountyco.gov)
- Clerk & Recorder: (970)723-4334 [hjohnson@jacksoncountyco.gov](mailto:hjohnson@jacksoncountyco.gov)
- Road & Bridge (970)723-4481 [tcrowner@jacksoncountyco.gov](mailto:tcrowner@jacksoncountyco.gov)
- Assessor (970)723-4751 [plarsen@jacksoncountyco.gov](mailto:plarsen@jacksoncountyco.gov)
- Treasurer (970)723-4220 [ewyatt@jacksoncountyco.gov](mailto:ewyatt@jacksoncountyco.gov)
- Administration (970)-723-4660 [smartin@jacksoncountyco.gov](mailto:smartin@jacksoncountyco.gov)
- Sheriff (970) -723-4242 [sheriffpoley@jacksoncountyco.gov](mailto:sheriffpoley@jacksoncountyco.gov)

**Denial of Inspection:** If Jackson County denies access to any public record maintained by Jackson County, such denial will be based on grounds set forth in C.R.S. 24-72-204. Upon request, a written statement citing the grounds for denial shall be furnished to the person requesting the public record.

**Fees:** C.R.S. 24-72-205 allows the custodian to charge a reasonable fee not to exceed \$0.25 per page unless actual costs exceed that amount. Section 205 also allows the custodian to recover costs for research and retrieval time after the first hour in an amount not to exceed \$30 per hour. Alternatively, Jackson County may choose to utilize a third party to copy requested records. In such instances, the requestor shall be charged the actual amount invoiced by the third party.

Jackson County charges the following fees for copies of public records maintained by Jackson County:

- \$0.25 per page for standard size documents (8.5" x 11" and 8.5" x 14")
- \$0.50 per page for oversized documents (11" x 17")
- \$7.00 per page for oversized documents (24" x 36")
- \$1.00 certification fee per document
- \$10.00 per recording for electronic files

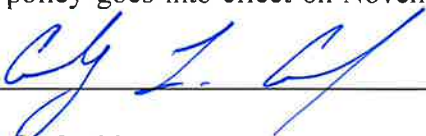
There will be no page fee charged for electronic records requests.

Any request for copying (or transcription) that requires more than one (1) hour of staff time will result in charges to the requestor at the hourly rate of \$41.00. If Jackson County determines that a request will require staff time exceeding one hour, payment will be required in advance of fulfilling the request. Any fee charged in this policy will include the cost of redacting documents to excise privileged material.

All charges for copies and staff time must be paid in full before Jackson County will release the requested records. Jackson County accepts cash, check or credit cards (fee) for processing Open Records request fees.

**Time:** C.R.S. 24-72-203(3)(b) provides that the inspection of records not readily available shall be within a reasonable time which shall be presumed to be three (3) working days and allows for a seven (7) working day extension in extenuating circumstances for a maximum ten (10) working day response time. For the purposes of this policy, the time period for response will not begin to run until Jackson County receives the request on the official Request for Records form submitted to the appropriate custodial office. Nothing in this policy obviates Jackson County's ability to petition the courts for relief as to CORA requests.

This policy goes into effect on November 19, 2024.



Coby L. Corkle  
JC BoCC Chairman