

**ROUTT COUNTY  
ADMINISTRATIVE POLICIES AND PROCEDURES  
Policy Number X.XX**

<b>TITLE</b> Requests for Public Records Policy	<b>Date of First Approval</b> October 9, 2012
<b>RESPONSIBLE DEPARTMENT</b> County Manager	<b>Date Last Revised</b>

Purpose: To provide uniform procedures for response to requests for public records maintained by Routt County.

Department(s) Affected: All.

Waiver Authority, if any: None. Note, however, that several County departments maintain their own open records policies.

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

The following county offices maintain their own open records policies or fee schedule and additional laws and regulations may pertain to their records. To the extent that those policies differ from this policy, the department’s specific policy shall control.

**Routt County Sheriff’s Office:** Front Desk Telephone: 970-870-5503.

**Routt County Communications:** 2025 Shield Drive, Steamboat Springs, CO 80487. Fax: 970-870-1246. Email requests accepted if prior arrangements have been made with the email recipient.

**Routt County Assessor:** Sent via electronic mail to: [assessor@co.routt.co.us](mailto:assessor@co.routt.co.us) or mailed to 522 Lincoln Avenue, Suite 10, Steamboat Springs, Colorado 80487.

**Routt County Clerk and Recorder’s Office:** Written record requests related to elections should be sent via electronic mail to: [elections@co.routt.co.us](mailto:elections@co.routt.co.us). Written record requests for documents **other than** elections documents should be sent via electronic mail to: [clerks@co.routt.co.us](mailto:clerks@co.routt.co.us).

**Routt County Department of Human Services:** 135 6<sup>th</sup> St., Steamboat Springs, Colorado 80487. Telephone: 970-870-5533. Fax: 970-870-5260.

**Routt County Treasurer and Public Trustee:** 522 Lincoln Avenue, Suite 22,  
Steamboat Springs, Colorado 80487. Telephone: 970-870-5555. Email requests:  
treasurer@co.routt.co.us

Requests for records maintained by those offices should be made directly to those offices. Otherwise, requests for records may be sent to [CORA@co.routt.co.us](mailto:CORA@co.routt.co.us).

- A. Definitions: The definitions contained in CORA shall apply to this policy
- B. Procedure:
  - 1. CORA 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.
  - 2. Routt 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 Routt County. The Request for Records form is available on the County's website or upon request. Requests must be specific as to the records being sought and submitted as provided above.
- C. Fees: A substantial amount of public records related to Routt County are available free of charge at the County website at [www.co.routt.co.us](http://www.co.routt.co.us).
  - 1. CORA allows the custodian to charge a reasonable fee for copies of records (e.g. paper, cd, thumb drive). These fees shall not exceed the actual cost to the County. The 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.
  - 2. CORA also allows the custodian to recover staff costs associated with research, retrieval, and copying time after the first hour. Any request for records requiring more than one hour of staff time may result in charges to the requestor at the hourly rate set forth in section 24-72-205 (6) (b), C.R.S; which rate may be found [here](#). If Routt County determines that a request will require staff time exceeding one hour, a deposit may be required in advance of fulfilling the request. Any fee charged in this policy will include the cost of redacting documents to excise privileged or confidential material.
  - 3. All charges for copies and staff time must be paid in full before Routt County will release the requested records. Routt County does not accept credit or debit cards for processing Open Records request fees.

D. Time:

1. CORA provides that the inspection of records or provision of records must be completed within a reasonable time. It is Routt County's policy to respond to a request within 72 business hours. If a County department cannot comply with the 72 hour requirement, that department shall consult with the County Attorney's Office for consideration of an extension of that time period.
2. For the purposes of this policy, the time period for response will not begin to run until Routt County receives the request on the official Request for Records form submitted to the appropriate custodian of the requested records.
3. Nothing in this policy obviates Routt County's ability to petition the courts for relief as to CORA requests.