



POLICY REGARDING RECORDS REQUESTS

The Adams County Sheriff's Office is committed to providing public information in an accurate and timely manner. Requests for public records and criminal justice records will be handled as efficiently and expeditiously as possible within the provision of the Colorado Open Records Act (CORA) C.R.S. 24-72-200.1 et seq. and the Criminal Justice Records Act (CJRA) C.R.S. 24-72-301 et seq.

All requests under CJRA or CORA must be in writing. Records requests from the media should be directed to the Administrative Services Division Records Manager.

All requests must contain the following information:

- The name and contact information for the requesting party.
- A specific description of the records requesting.
- Preferred method of delivery

The Sheriff's Office will attempt to fulfill records requests within three business days. If the request cannot be filled within three business days, the requestor will receive notice that additional time, up to seven working days, will be necessary. Requests received after the close of business will be considered as received on the next business day.

The Adams County Sheriff's Office will attempt to fulfill the requests as economically as possible. Standard fees for records requests include copy charges, research and retrieval time and actual costs associated with fulfilling the request. Research and retrieval time may include but is not limited to actual costs involved in gathering documents, costs associated with specialized IT support and staff time required to perform research, locate, retrieve and review records and create or run records in electronic or digital format. The nature of the request dictates the potential fees and costs incurred.

If fulfilling a request is likely to incur fees in excess of \$30.00 the office will attempt to provide the requesting party with an estimate of the fees likely to be generated in fulfilling the request. The Sheriff's Office may require advance payment of estimated fees prior to any staff time being expended on responding to the request. Requesting parties will be responsible for any actual costs incurred in excess of the deposit.

The Adams County Sheriff's Office is not required to create reports or compilations of computerized data or to modify existing records in order to create a new record in response to a request. Pursuant to C.R.S. 24-72-205(6), effective July 1, 2014, if data is compiled or reports created as part of a request, the Sheriff's Office will charge a reasonable fee not to exceed \$30.00 per hour for CJRA. If the request is for CORA the first hour will be at no charge and all additional time will be \$30.00 per hour. Requests that require IT staff to search electronic records will require a minimum deposit of \$100 when IT estimates that the search will take longer than three hours of staff time.