

**Open Records Request Guideline
Gilpin County
11/2014**

Costs

1. Attorney requests – Discuss with Human Resources Director and County Manager to agree on payment terms/amounts/documents before starting.
2. Time to assist requestor in finding out what they want, have copied, etc., time to assist in filling out Request for Information/Records form, time to describe and agree upon an estimated cost for project. View reports vs. printing them to help person decide. If under one (1) hour, no charge.
3. \$.25 per page for photocopies of invoices and/or reports can be assessed.
4. \$15 per hour can be assessed if the project exceeds one (1) hour.
5. No cost for documents emailed or viewed at County offices. However, the \$15 per hour project cost may apply. This includes time for pulling documents from current files/storage, redacting confidential information from the documents prior to viewing or to prepare for email, and returning documents to current files/storage.

Confidential Information

Examples of Confidential Information are: (This list may not be all inclusive.)

- Medical and mental health records of any individual
- Client information like name, addresses, phone numbers, and social security numbers
- Credit card numbers
- Information on victim(s) of crime

Gilpin County

Request for Information / Records

Pursuant to the Colorado Open Records Act

Request Date: _____ Time: _____

Name of Requesting party: (PLEASE PRINT) _____

Address: _____

City / State / Zip: _____ Phone: _____

Please make available to me the following Records / Information. I understand that once my request is received, the County of Gilpin has 3 business days in which to produce such records – such period may be extended if extenuating circumstances exist. I further understand that once my request is processed, I am responsible for the cost involved in producing requested material. There will be a minimum charge of \$.25 per page for records photocopied. Staff time may also be charged if necessary.

1. _____

2. _____

3. _____

4. _____

Give a brief description of record / information requested – attach additional sheets if needed

DO NOT Write below this line – This section to be completed by the County Staff.

Response Date: _____ Time: _____

Method of Delivery: _____ Number of Pages: _____ Amount Pd: _____

By: _____ Title: _____

Because of legally sensitive material, some requests cannot be accommodated:

Denial of Request and Basis for Denial: _____
