STATE OF COLORADO	)
	) ss.
County of Otero	)

At a Regular Meeting of the Board of County Commissioners for Otero County, Colorado, held at the Courthouse in La Junta, Colorado, on the 23rd day of September, A.D., 2024, there were present:

		Rob Oquist,	Chairman
		Jim Baldwin,	Commissioner
Ī		Tim Knabenshue,	Commissioner
		Lynda Scott,	Clerk to the Board
	(70)	Amy White-Tanabe,	County Administrator

when the following proceedings, among others, were had and done, to-wit:

## Resolution #2024-15

## A RESOLUTION ESTABLISHING RULES FOR PUBLIC RECORD REQUESTS AND IMPOSING A FEE FOR THE RESEARCH AND RETRIEVAL OF PUBLIC RECORDS

WHEREAS, C.R.S. §24-72-203(1)(a) permits Otero County to make such rules with reference to the inspection of public records and the prevention of unnecessary interference with the regular discharge of the duties of the custodian or the custodian's office; and

WHEREAS, C.R.S. §24-72-205(6)(a) permits Otero County to impose a fee in response to a request for the research and retrieval of public records; and

WHEREAS, C.R.S. §24-72-205(6)(a) requires Otero County to publish a written policy that specifies the applicable conditions concerning the research and retrieval of public records by the custodian; and

WHEREAS, Otero County desires to impose a fee for the retrieval and research of public records.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the County of Otero, Colorado, pursuant to the Colorado Redistricting Commissions, that:

- 1. All requests for public records shall be on the form developed and maintained by the County of Otero's Clerk and Recorder's Office.
  - 2. After the first hour of time has been expended researching and/or retrieving public records, Otero County shall charge a fee.

- 3. The current fee shall be \$41.37 per hour but shall automatically increase every five-year period to be equal with the rate adopted and established by the director of research of the legislative council appointed pursuant to section C.R.S. §2-3-304(1) in accordance with C.R.S. §24-72-205(6)(b).
- 4. Requests for public records shall only be processed and accessible during reasonable times within the hours when the County of Otero's Clerk and Recorder's Office is open.
- 5. All requests for copies of public records shall be charged \$0.25 per letter size page, and an additional fee for legal sized paper.
- 6. All requests for electronic copies shall include a fee for the actual cost of the electronic storage device (thumb drive, disk, etc.).
- 7. Before providing access to public records, or before beginning the research and retrieval process, the County of Otero shall require an advance deposit fee; to include the time it is projected to take to identify and segregate records that need to be disclosed.
- 8. If the request for public records requires the assistance of an outside entity to access the public records, the requestor of the public records shall pay the actual cost of the third-party services.

Adopted this 23rd day of September 2024.

ATTEST:

BOARD OF COUNTY COMMISSIONERS OF OTERO COUNTY, STATE OF COLORADO:

Clerk & Reco

SEAL

Rob Oquist, Chairman

Jim Baldwin

Tim Knabenshue



## PUBLIC RECORDS REQUEST

Date:	tte:				
Name	me: Tele No.:	Tele No.:			
Maili	ailing Address:				
City:	ty: State:	Zip:			
	Mail Address:				
Pleas	ease check at least one of the following:				
[]	I want to inspect/review this information in your office.				
[]	] I would like copies of this information.				
[]	I would like the information submitted to me electronically	via e-mail.			
Publi	blic Information sought (be as specific as possible:				
Coun agree an es	nderstand that I will be required to pay the fees imposed by the bunty Policy before I may review and/or access the public record reed to provide me its fees for copying public records, and upon estimate of the costs for copies of the records I am requesting. estimate and that I will receive copies of any public record until es.	ls. The County of Otero has request, will provide me with I understand that this is only			
Signa	gnature				