



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 & Recorder



  
Rob Oquist, Chairman

  
Jim Baldwin

  
Tim Knabenshue



## PUBLIC RECORDS REQUEST

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Tele No.: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Please 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.

Public Information sought (be as specific as possible:

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I understand that I will be required to pay the fees imposed by the County of Otero pursuant to County Policy before I may review and/or access the public records. The County of Otero has agreed to provide me its fees for copying public records, and upon request, will provide me with an estimate of the costs for copies of the records I am requesting. I understand that this is only an estimate and that I will receive copies of any public record until I have paid the applicable fees.

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Signature

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