

**CITY OF ALAMOSA**  
**POLICY REGARDING**  
**ACCESS TO PUBLIC RECORDS**

Effective Date: August 15, 2005  
Revised July 1, 2014

Administrative Authority: Adopted by the City Clerk pursuant to  
C.R.S. 24-72-203(1)(a)

Scope: All departments within the City of Alamosa except that this policy shall not apply to criminal justice records (as defined in C.R.S. 24-72-302) maintained by the Alamosa Police Department, which has its own policy regarding access to such records.

Purpose: The purpose of this policy is to assure prompt and equitable service to citizens requesting access to public records, regardless of the format of those records, in accordance with the requirements of C.R.S. 24-72-201 et. seq. This policy does not apply to criminal justice records, as defined in C.R.S. 24-72-302.

Background: C.R.S. 24-72-202(6)(a) defines public record as “all writings made, maintained, or kept... by any local government-financed entity for use in the exercise of functions required or authorized by law or administrative rule or involving the receipt or expenditure of public funds.” The definition of public records also includes the correspondence of elected officials, except to the extent that such correspondence is: 1) a work product, 2) without a demonstrable connection to the exercise of functions required by law or administrative rule, 3) a communication from a constituent to an elected official that clearly implies by its content that the constituent expects that it is confidential in nature or subject to nondisclosure or 4) pursuant to procedures in C.R.S. 24-72-204(1) the material requested is not to be disclosed. Additionally, C.R.S. 24-72-202(7) defines writings to include “all books, papers, maps, photographs, cards, tapes, recordings, or other documentary materials, regardless of physical form or characteristics. Writings include digitally stored data, including without limitation electronic mail messages, but do not include computer software.”

C.R.S. 24-72-203(1)(a) allows the official custodian of public records (City Clerk) to make reasonable rules and regulations with reference to the copying and inspection of public records as necessary to protect the records and prevent unnecessary interference with the regular duties of the custodian.

Policy: It shall be the policy of the City of Alamosa to make all records available for public inspection unless such records are protected from disclosure by state or federal law, by court order, or unless disclosure of such records would be contrary to the public interest.

All requests made under the Open Records Act shall be made in writing to the City Clerk, who is the Records Custodian. Any Deputy City Clerk is also authorized to receive requests on behalf of the City Clerk. In the case of a request made in person, the custodian shall either provide the records to the requestor if the records are immediately available, or shall provide a response in writing within three (3) working days letting the requestor know the date, time, and location where the records can be inspected, along with an estimate of the fees. In the case of a request received by U.S. Postal mail, e-mail, or fax, the custodian shall respond within three (3) working days of receipt of the request. Such period may be extended if extenuating circumstances exist (per C.R.S. 24-72-203(3)(b)), but the extension period shall not exceed seven (7) additional working days. If a deposit is required, the request is not considered received until the deposit is paid.

Open Records requests are required to be in writing and made on the form provided by the City Clerk.

If a record contains both public and confidential material, the City of Alamosa is not required to redact confidential material in order to comply with a request for the record. However, the City Clerk may agree to provide redacted records if the requestor pays the redaction fee as shown on the schedule below.

Requests for routine copies of non-restricted, readily available documents (e.g. minutes, agendas, ordinances, resolutions, etc.) Shall not be considered an open records request, and shall not be required to be submitted in writing. However, applicable fees will still apply.

Electronic records and electronic communications: Records stored on electronic (non-paper) media are considered public records and open to disclosure. After receiving a written request for records stored in an electronic format, the custodian will notify the requestor of the most effective means of making these records available. This may include providing portable electronic media (such as disks or drives), referring the requestor to the City's web site or other public access device, providing hard copy printouts, or providing the requested records in any other format deemed appropriate by the custodian. Data manipulation fees may apply.

Please note that open records requests may be a public record under the public records law and may be subject to public inspection under C.R.S. 24-72-203 and the policy of the City of Alamosa.

Fees and charges: Fees apply to all record requests, including paper and electronic records. Requests must be accompanied by a non-refundable deposit of one-half the estimated amount if the requestor lives within the city limits of Alamosa; or 100% of the estimated amount if the requestor lives outside city limits. This deposit will be credited toward the total fee, and the total fee shall be paid prior to release of the requested records. In the event the deposit amount exceeds the actual costs, the balance shall be refunded within 30 days.

Each standard page will be charged at 25 cents per page. Non-standard sizes or color products will be charged at a rate specified below that represents the actual cost of production. Records provided electronically may be charged at 25 cents per page. In addition, the requestor must pay any research and retrieval fee associated with producing the record in accordance with the schedule below. The custodian will also charge a fee for any manipulation of data needed to generate a record in a form or format that does not already exist. This includes redaction if needed. This also includes converting a proprietary file format into a standard format. This fee shall not exceed the actual cost of manipulating said data and generating the record. Persons making a subsequent request for the same record shall be charged the same fee.

The custodian will charge a fee for providing copies of electronically stored public records. The City will respond to requests for access to public records stored electronically and in computer databases by providing, upon written request, a copy of the file on portable electronic media, or a hard copy printout. The records may be provided to the requestor electronically if practical. The fee will be based on recovery of the actual incremental costs of providing the electronic services and products together with a portion of the costs associated with building and maintaining the information system.

Data kept by the City of Alamosa but generated by a third party shall be charged at actual cost paid to the third party, subject to additional fees below if applicable.

Fees and charges for reproduction of records shall be standard throughout the City for similar items. Department heads have the authority to waive such fees and charges when it is deemed in the best interest of the City to do so.



2. Requests from other federal, state, or local government entities or governmental professional associations.
3. Requests from students enrolled in accredited schools and colleges located in the San Luis Valley for documents needed in connection with a specific class research project satisfactorily identified to the records custodian.

Denial of inspection: Access to records may be denied in accordance with the provisions of federal or state law. Reasons for denial of access to records will be noted in writing on the public records request form and provided to the requestor.

Retention schedules: All public records, regardless of storage format, will be administered in accordance with approved retention schedules. The City of Alamosa has adopted the Model Records Retention Schedule as approved and updated by Colorado State Archives. This schedule is available at <http://www.colorado.gov/dpa/doit/archives/rm/municipalrmm/>

Signed under the authority of the City Clerk:

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Holly Martinez, City Clerk

# CITY OF ALAMOSA PUBLIC RECORDS REQUEST

## PLEASE PRINT

Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: Day \_\_\_\_\_ Evening \_\_\_\_\_  
Email: \_\_\_\_\_

## INSTRUCTIONS

Indicate the information you desire and/or list each requested document. Please be as specific as possible. Allow three (3) working days for a search of the records. Per the State of Colorado Open Records Act (C.R.S. 24-72-203), if the request is substantially large or is maintained off-site, an extension of seven (7) working days is permitted. You will be notified within three (3) days of any extension and all estimated costs.

Please select the format in which you would like to receive materials:

View only, no copies requested.

**Appropriate personnel will be scheduled to accompany you during viewing.**

Hard copies/printouts

CD\*

email\*

\*not all documents are available electronically. Data manipulation fees may apply.

Please select the method you prefer for notification when the records are available:

U.S. First Class mail

I will pick up the records. Contact me by (circle one) mail phone email

email (if records are available electronically) If records are not available by email, please specify an alternate method: \_\_\_\_\_

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(Over)

For Staff Use Only

Received by: \_\_\_\_\_ Date/Time: \_\_\_\_\_

Estimated charges:

Hard Copy: \_\_\_\_\_ Copies @ 25 cents per page \_\_\_\_\_

CD: \_\_\_\_\_ Copies @ \$20.00 each \_\_\_\_\_

Other: \_\_\_\_\_

Retrieval and Research: \_\_\_\_\_ hours X \$\_\_\_\_\_ per hour = \$\_\_\_\_\_ total

Deposit required: \$\_\_\_\_\_

For City residents, one half of the estimated total, if in excess of \$10.00

For non-City residents, 100% of the estimated total, if in excess of \$10.00

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**I agree to pay the charges incurred in processing this request pursuant to the schedule of fees and charges currently in place, including, if necessary, any amounts exceeding the estimates set forth above. This request will be considered received when this form is complete and the deposit is paid. If no deposit is required, the request shall be considered received upon receipt by the Records Custodian.**

\_\_\_\_\_  
Signature of requestor

\_\_\_\_\_  
date and time of request

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Request completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Method of delivery: \_\_\_\_\_

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Request denied by: \_\_\_\_\_ Date: \_\_\_\_\_

Reason(s) for denial:

\_\_\_\_\_

\_\_\_\_\_