

POLICY #480
EXTRA FEES

1 SCOPE

The purpose of this policy is to set forth the District's charges for providing copies of the minutes, financial data, customer history or other public records. The Clifton Water District is a quasi-municipality and therefore all of its records are open for public review at reasonable times and are available for copying or photographing at rates within the scope of C.R.S. 24-72-205.

2 GENERAL INFORMATION REGARDING CHARGES

2.1 The District is obligated to maintain records of the minutes, financial data, customer history and other public information. To make the above information available may necessitate searching for the records, copying of the records and/or mailing of the records.

3 CHARGES

3.1 There is an hourly cost to the Clifton Water District to maintain employees. This hourly cost consists of actual wages and financial benefits (such as FICA, health insurance, worker's compensation insurance, unemployment insurance, etc.). This hourly cost for the employee involved in the search will be charged to the applicant requesting a search for records. In addition, there will be a charge of 20¢ per copy for copying records and actual costs for mailing. Any fraction of an hour for searching for records will be charged at no less than 0.5 hours.

3.2 There will be no charge for providing the first page of information of current records maintained in the main office that requires no searching. This information will include such things as current correspondence, minutes, the current financial data, water quality records, etc. There will also be no charge for the first page of information that can be readily produced by the computer while the applicant requesting this information is waiting.

3.3 If the District does not have facilities for making copies, printouts or photographs of records which the applicant has the right to inspect, the applicant shall be granted access to the records for the purpose of making copies, printouts, or photographs. The copies, printouts or photographs shall be made while the records are in the possession, custody and control of the District and shall be subject to the supervision of District personnel. When practical, copies, printouts or photographs shall be made in the place where the records are kept, but, if it is impractical to do so, the District may allow arrangements to be made for this purpose. If other facilities are necessary, the cost of providing them will be paid by the applicant desiring a copy, printout or photograph of the records. The District may establish a reasonable schedule of times for making copies, printouts or photographs and will charge for the time involved for the employees maintaining custody over the records as described in paragraph 3.1 above.

3.4 If the public record required by the applicant is in computer-produced form such as on a disc or a tape, the District will charge reasonable fees associated with producing this information. The fees will include, but will not necessarily be limited to, the employee's time as described in paragraph 3.1 above, costs of discs and tapes and other material required to produce the information.

3.5 In no case, will the cost of obtaining copies, printouts or photographs of public records exceed the limit as set in C.R.S. 24-72-205.

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