

Section 16: PUBLIC INFORMATION AND OPEN RECORDS

A) Copies and Printouts of Records and Documents

- 1) Electronic Documents – shall be provided by email at no charge, other forms of electronic documents will be required to pay an additional printout charge for each page of a document requested as listed in this section.
- 2) 8.5” x 11” Letter, Black and White (per page) (plus sales tax) (Letter) \$0.25
 - (a) 8.5” x 11” Letter, Color (per page) (plus sales tax) \$1.00
- 3) 8.5” x 14” Legal, Black and White (per page) (plus sales tax) (Legal) \$0.25
 - (a) 8.5” x 14” Legal, Color (per page) (plus sales tax) \$1.25
- 4) 11” x 17” Black and White (per page) (plus sales tax) \$0.25
 - (a) 11” x 17” Color (per page) (plus sales tax) \$2.00
- 5) 18” x 24” Oversized (per page) (plus sales tax) \$9.00
- 6) 24” x 36” Oversized (per page) (plus sales tax) \$16.00

B) Faxes of Records, Documents and Electronic Documents

- 1) Standard pages include 8.5” X 11” Letter, 8.5” X 14” Legal and 11” X 17”.
- 2) Local (area codes 720, 303) (per standard page) (plus sales tax) \$0.25
- 3) Long Distance (per standard page) (plus sales tax) \$1.00

C) Photographs

- 1) 4” x 8” or smaller (per photo) (plus sales tax) \$8.00
- 2) 8” x 10” or smaller (per photo) (plus sales tax) \$12.00
- 3) Photographs copied to Compact Disc (CD) (each) (plus sales tax) \$10.00
 - (a) Fee includes cost of Compact Disc (CD)

D) Duplication of Media

- 1) Duplication of audio/video tapes, cassettes, digital video discs (DVDs) or compact discs (CDs) will be charged a rate equal to the actual cost associated with duplication plus the cost of materials as stated below.
 - (a) Material Costs
 - (1) CD-ROM (per disc) (plus sales tax) \$2.00
 - (2) DVD-ROM (per disc) (plus sales tax) \$5.00
 - (3) Video Tape (per 90 minute tape) (plus sales tax) \$1.50
 - (4) Audio Tape (per 120 minute tape) (plus sales tax) \$1.25

E) Searches and Retrievals

- 1) Searches and Retrievals \$0.50 per minute or \$30.00 per hour (prorated for partial hours)
- 2) The City may require and collect a 50% advance deposit of estimated research, retrieval and duplication fees for any public information and open record requests that will take significant staff time and resources to complete.