

**Beth Zilla**  
**Phillips County Clerk & Recorder**  
**221 S. Interocean Ave.**  
**Holyoke, CO 80734**  
**(970)854-3131**  
**(970)854-4745**

**PHILLIPS COUNTY, COLORADO**  
**POLICY REGARDING OPEN RECORDS REQUESTS UNDER**  
**THE COLORADO OPEN RECORDS ACT (CORA)**

**Public Records**

The Phillips County Clerk and Recorder is committed to the principle of open and accessible government. As such, we are committed to fulfill a request for public records efficiently and expeditiously as possible and within the requirements established by the Colorado Open Records Act, C.R.S §24-72-201 et seq. (“CORA”).

The following procedures are intended to facilitate requests for public records responsibly and efficiently, to maintain the integrity of the Clerk and Recorder’s records, and to ensure the effective functioning of the Clerk and Recorder’s Department. This policy is subject to revision by the Phillips County Clerk and Recorder. Requests for comment or for information not contained within existing Clerk and Recorder’s records should be directed to the Clerk and Recorder.

**Requests for Public Records**

Requests for records maintained by the Clerk and Recorder’s Office must be made on the PHILLIPS COUNTY, COLORADO, COLORADO OPEN RECORDS ACT (CORA) REQUEST FORM (**downloadable at: insert link**) and directed to the Phillips County Clerk and Recorder at the following physical, or e-mail address:

Beth Zilla  
Phillips County Clerk and Recorder  
221 S. Interocean Ave.  
Holyoke, CO 80734  
[beth.zilla@phillipscounty.co](mailto:beth.zilla@phillipscounty.co)

All requests must contain a detailed list or description of the specific records that you are seeking, including search terms and a date range.

### **Responses to Requests**

The Clerk and Recorder is responsible for responding to the requesting party in a timely manner. The requesting party will be notified if the requested documents are not available or if the records are not covered by CORA.

If review of original documents is requested, the Clerk and Recorder may impose certain procedures to protect the integrity of the public records, including supervision by a Clerk and Recorder employee within the area where the records are stored and /or maintained. The Clerk and Recorder may also establish a designated area or schedule for a particular time of day so as to not unduly disrupt the day-to-day activities of that specific office or department.

Requests received after the close of business will be considered to be received on the next business day.

The Clerk and Recorder will comply with the reasonable response timeliness set forth in CORA. Every attempt will be made to fulfill open records requests within three (3) working days. If the request cannot be filled within three (3) working days, the requestor will receive notice that additional time, up to seven (7) additional working days, will be necessary. For broad, general requests, the timeframe for completion of a request may be put on hold while the Department attempts to assist with clarification or narrowing of a request.

### **Fees Charged**

The Phillips County Clerk and Recorder seeks to meet public information requests in the most economical fashion possible. The fees charged by Phillips County Clerk and Recorder will be consistent with the provisions of CORA in C.R.S §24-72-205(6)(a),

Standard fees for records requests include copy charges, research and retrieval time, and actual costs associated with fulfilling the request. Research and retrieval time may include, but is not limited to: actual costs involved in the gathering of documents, cost associated with specialized IT support, and staff time required to perform research, locate, retrieve, review, redact, and assemble records, and create or run records in electronic or digital format. The nature of the request dictates the potential fees and costs incurred.

Pursuant to C.R.S §24-72-205(6), effective July 1, 2014, there is no charge for the first hour of time for search and retrieval of records.

<b>Copies</b>	
8.5" x 11"	\$0.25 per page
11" x 17"	\$0.25 per page
Greater than 11" x 17"	Actual cost of reproduction + Research and retrieval time.

<b>Electronic Copies on CD</b>	
If the record exists in electronic format	Research and retrieval time
If the record has to be scanned	Research and retrieval time
If the record has to be printed and scanned	Research and retrieval time + paper copy fee
BOCC Sessions or other audio recordings	Research and retrieval time

<b>PDF Records Sent via E-mail</b>	
If the record exists in electronic format	Research and retrieval time
If the record has to be scanned to PDF	Research and retrieval time
If the record has to be printed and scanned to a PDF	Research and retrieval time + paper copy fee

<b>Research and Retrieval</b>	
One hour or less	\$0
More than one hour	\$30 per hour

<b>Mailing Expenses</b>	
Mailing Expenses	Actual Costs

### Deposits

When a request is made that requires more than one hour of staff time to locate or produce records, the agency will charge the requestor for all copying expenses or staff time in accordance with CORA.

Before fulfilling a substantial request, the agency will provide a cost estimate to the requestor that includes the estimated time for staff to search for, retrieve, redact, assemble, and transmit the records. The requestor must approve and pay the estimated costs before the agency will begin work on fulfilling the request. Once the request is completed, a final cost will be provided to the requestor and the if additional funds are required, those additional costs associated with a request must be paid in full before the agency will produce the records.

The timeframe for completion of the request is put on hold between providing the cost estimate to the requestor and the requestor approving the cost estimate or submitting the advance deposit, whichever is applicable. A hold may also occur if additional funds are required.