

## **District Policy Regarding Research and Retrieval Fees for Responses to Colorado Open Records Act Requests**

In those cases where the location or existence of specific documents must be researched and the documents must be retrieved, sorted or reviewed for applicability to the request, and such process requires more than one hour of staff time, the Official Custodian may charge a research and retrieval fee not to exceed thirty dollars (\$30.00) per hour. The Official Custodian will not impose a charge for the first hour of time expended in connection with the research and retrieval of public records.