PUBLIC RECORDS REQUEST INSTRUCTIONS

In accordance with the Colorado Open Records Act (CORA), section 24-72-200.1 *et. seq.*, Colorado Revised Statutes, as amended ("C.R.S."), Pikes Peak Regional Building Department ("PPRBD" or the "Department") is happy to assist with requests for public records. As permitted under Colorado State law, PPRBD does charge a nominal fee for such requests.

The request(s) should be directed to: jina@pprbd.org
Pikes Peak Regional Building Department
Attn: Legal Department
2880 International Circle
Colorado Springs, Colorado 80910

PPRBD charges a nominal fee of $50.00 per record in response to a request for research, retrieval, and production of public records. This fee does not include per-page copy fees as most records are produced in an electronic or digital format. Any records produced in physical format are subject to the per-page copy costs and non-standard page size costs as detailed below in addition to the $50.00 per record research and retrieval fee (or whichever base fee is assessed relative to the volume of records to be produced). Exceptions to the imposition of this nominal research and retrieval fee are requests for retrieval, inspection, and/or production of a large amount of public records, or requests, which may require a substantial amount of time to retrieve, make available for inspection and/or production. Such requests shall be handled by PPRBD on a case-by-case basis in accordance with C.R.S. § 24-72-205. Further, a request for certification of records may be made, for which PPRBD charges $50.00 per certification per record.

The printing fees for paper copies of any Department records, including copies requested pursuant to CORA, shall be as follows:

8.5" x 11"	$0.25 per page
11" x 17"	$0.25 per page
Certified copies	$50.00 per record
Color copies / photographs	If available, fee not to exceed the actual cost of reproduction.

Copies of existing plans	$10.00 per flash drive, if available. The Department may only produce copies of existing plans onto flash drives provided by the Department, if any available. No 3rd party flash drives / CDs / DVDs shall be accepted.

All payments must be made by cash, check, credit card, or money order in the exact amount. Sufficient payment must accompany the request. Make checks payable to "Pikes Peak Regional Building Department". For payment by telephone only, you may contact:

For Payment by Telephone Only:
Pikes Peak Regional Building Department
DeLisa Jackson, Executive Administrative Assistant
O: 719-327-2989 **C:** 719-464-9853
E: delisa@pprbd.org

Please do NOT send credit card or personal information over e-mail or facsimile.

Fee(s) Allowance / Compliance in Accordance with CORA

Pikes Peak Regional Building Department is an intergovernmental facility that serves unincorporated El Paso County; the cities of Colorado Springs, Fountain and Manitou Springs; the towns of Green Mountain Falls, Monument and Palmer Lake; and in Teller County, the City of Woodland Park. As the name implies, it regulates building in the Pikes Peak region by approving plans, materials, construction, use, and occupancy of most of the buildings and structures in this part of Colorado.

As you might imagine, this means the Department is a clearinghouse for a voluminous amount of documents as builders, homeowners, businesses, the media, and members of the public seek access to public records related to buildings in the Pikes Peak region. As a result, the Department has created a sophisticated website (located at pprbd.org) that allows people to access those records directly. Many such records inquiries can be accomplished immediately and for free by using this system. For some, a subscription may be required. A subscription costs $19.95 per month. The Department's general document retrieval system and its subscription service falls within CORA subsection C.R.S. § 24-72-203(1)(b)(II). That subsection provides, *"*Where public records are kept only in … digital form, … the official custodian shall … (II) Take such measures as are necessary to assist the public in locating any specific public records sought and to ensure public access to the public records without unreasonable delay or unreasonable cost.*"*

Each year the Department also fields a voluminous amount of requests for public records. Individualized requests trigger several fee provisions under C.R.S. § 24-72-205. The first is the research and retrieval fee of subsection -205(6). Consistent with subsection -205(6)(a), the Department posts on its website the fact that it charges "a nominal fee of $50.00 per record in response to a request for research, retrieval, and production of public records." Subsection -205(6) permits the Department to charge a research and retrieval fee of $41.37 (inflation adjusted) for each hour (after the first hour, which is free) of time it takes for Department staff to locate the records responsive to each request. The Department has one legal department employee who devotes roughly 95% of her time to responding to individual CORA requests.

Second, the Department is permitted to charge a fee for producing a copy of the records under subsection -205(4). This fee "may be based on recovery of the actual incremental costs of providing the electronic services and products together with a reasonable portion of the costs associated with building and maintaining the information system." The Department has factored into its $50 flat fee the "actual incremental costs of providing" each record plus "a reasonable portion of the costs associated with building and maintaining" the Department's robust computer system.

Third, subsection -205(3) permits the imposition of a "reasonable fee" for manipulating data and generating a record not in a form used by the Department. CORA stipulates that this "manipulation and generation" fee "shall not exceed the actual cost of manipulating the said data and generating the said record in accordance with the request." C.R.S. § 24-72-205(3). For each record produced, the Department reviews and redacts personally identifiable information and password-protects the electronic disclosures to prevent editing. Years ago, the Department learned that these safeguards

are needed to ensure the integrity of the records it produces and the privacy of those involved. As a result, this "manipulation and generation" fee is also included in the $50 flat fee per record.

The Department's policy of charging $50 per record has allowed it to continue to process the voluminous amount of records requests promptly and in compliance with statutory requirements, *i.e.*, generally within three working days of receipt. *See* C.R.S. § 24-72-203(3)(b).

Regarding the certification of records fee, such is in compliance with the Department adopted fee schedule.