



COLORADO STATE PATROL

Schedule of Fees for the Provision of Public and Criminal Justice Records

The following fees will be charged for providing materials pursuant to the Public Records Law, C.R.S §24-72-201, Children’s Code Records and Information Act, C.R.S §19-1-302, and Criminal Justice Records Law, C.R.S §24-72-301 CRS, as amended.

Criminal Justice Records - Research, Review, Production, and/or Redaction Fees. The CSP shall charge \$30.00 an hour for all staff time associated with locating and producing records, and may charge an hourly rate greater than \$30.00 an hour when specialized document production or specialized skills are required to locate, compile, review, and/or redaction of agency criminal justice records. See § 24-72-205(6)(a), C.R.S.

Printed Materials

Initial Criminal Justice Record to include up to 10 pages.....	\$	5.00
Each one-sided photocopied page	\$.25
Any other materials (e.g. folders, dividers)		Actual cost

All review, production, and/or redaction time is additional.

Agency Records Check

CSP Agency Records Check.....	\$	7.50
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Audio and Video Multimedia

Any other media (e.g. CD-ROM, DVD, USB Flash Drive)	\$	5.00
In-Car Dash copied to physical media (per disk or USB Flash drive)	\$	5.00
Body-worn Camera copied to physical media (per disk or USB Flash drive)		
Postage	\$	5.00

All retrieval, review, production, and/or redaction time is an additional \$30.00 per hour.

Communication Center Audio Recordings

(\$7.50 per quarter hour of staff research, review, production, and/or redaction activities)\$ Actual cost
All review, production, and/or redaction time is additional.

Photographs (provided on DVD or CD only)¹

Per disk	\$	5.00
Postage	\$	5.00

¹ Photograph requests will be processed according to Colorado State Patrol Policy 3.06.0103.



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Colorado Open Records Act & Colorado Criminal Justice Records Act (CORA/CCJRA)

The Colorado State Patrol, Central Records Unit will only accept records requests made in writing or electronically via the electronic request system, e-mail, or fax.

When responding to a request to **agency criminal justice records** under the Criminal Justice Records Act (CCJRA) the agency will make every effort to respond within a timely manner typically three working days after receipt of the request. Factors of case investigative status, supervisory approval of the requested record, the research, review, and/or redactions, complexities of digital media may lengthen the response time.

When responding to a request for **public records** under Colorado Open Records Act (CORA) the agency will make every effort to respond within three working days as required by §27-72-203(3)(b), C.R.S. The three-working-day response time begins the first working day following receipt of the request. A request received after noon or any day the agency is officially closed will be considered received as of the following working- day. The agency may add an additional seven working-day extension if extenuating circumstances apply as described in §24-72-203(3)(b), C.R.S.

When a substantial request is made, the agency will charge the requestor for all copying expenses and staff time in accordance with §24-72-205-(5)(a), C.R.S, and §24-72-306, C.R.S. Before fulfilling a substantial request, the agency will provide a cost estimate to the requestor. The cost estimate will include the estimated time for staff to search for, retrieve, redact, assemble and transmit the records. The first hour of staff research time related to fulfilling a public records request (CORA) is free of charge to the requestor.

The following fees will be charged for providing materials pursuant to the Colorado Open Records Act or Colorado Criminal Justice Records Act §27-72-203(3)(b), C.R.S.

Hourly Rate

For CCJRA requests --Staff time per hour.....>>>.....\$ 30.00

For CORA requests --Staff time after one hour...>>>.....\$ 30.00

**May charge an hourly rate greater than \$30.00 an hour when specialized document production or specialized skills are required to locate, compile or produce records. See § 24-72-205(6)(a), C.R.S.*

If the Record Custodian determines that the research time will extend beyond one hour, a \$50.00 deposit may be required.

Printed Materials

To include up to 10 pages.....	\$ 5.00
Each one-sided photocopied page25
CD, DVD, or USB Flash Drive.....	\$ 5.00
Postage.....	\$ 5.00
Any other materials'	actual cost