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 the cost of a 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 at 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 — Maximum allowed under state law.

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.