



PUBLIC RECORDS REQUEST

Date of Request: _____

Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Information/Records Requested (Please be specific):

Allow three (3) working days for the Town to process a request. In extenuating circumstances, the Town may require up to seven working days to respond to a request.

Signature: _____

See Fee Schedule on the other side of this page for a summary of charges

OFFICE USE ONLY:

Request denied in whole or in part by: _____

If denied, in whole or in part, basis for denial (include citation to statute that is basis for denial):

Deposit required? Yes No

Estimated Fees: _____ Amount of deposit: _____

Date and time information requested will be available:

Date: _____ Time: _____ AM/PM (circle one)

Applicable Fees: _____ Amount Paid: _____



TOWN OF WIGGINS PUBLIC RECORDS POLICY AND PROCEDURES

Public Records

The Town Clerk is the official custodian of all public records, except criminal justice records as defined by C.R.S. § 24-72-302, and will process all requests for public records pursuant to C.R.S. Section 24-72-203(I)(a) of the Public Records Act (the “ACT”). A Public Records Request form must be filed with the Town Clerk to initiate a request for public records. This policy applies to public records of the Town.

Criminal Justice Records

The Wiggins Police Department, through its Court Clerk, administers criminal justice records as defined by C.R.S. § 24-72-302. The maintenance, inspection and dissemination of the criminal justice records shall be in accordance with state statutes and the policy and procedures promulgated by the Wiggins Police Department.

Procedures

The Town Clerk will notify the applicant of the completion of process of public records request, the availability of the public records, and the cost of service, including copying charges for any requested copies and research or other fees. Records subject to nondisclosure by law or under the “ACT” will be withheld from inspection as provided by the “ACT”.

The Town has three working days to process requests, and in extenuating circumstances, up to seven (7) working days to respond to open records requests.

Fees

Fees for public records will be calculated based on the attached fee schedule for the cost of copies and staff research time in processing a records request. If the estimated cost of copying and research and retrieval exceeds \$10.00, the Town Clerk will require the requestor to deposit the full amount of the estimate prior to fulfilling the request. The Town will return any amount of the deposit which is in excess of the actual charge, and shall collect any amount by which the actual charge exceeds the amount deposited. Copying costs and research fees must be paid in full prior to the times copies are made of the records are provided to the requestor.



TOWN OF WIGGINS

Photo Copy Fees

Standard Photo Copies	\$0.25 per page
Faxed copies/certified	\$1.25 per page
Research and retrieval fee	\$30.00 per hour (time required in excess of one hour)

Fees for Copies of Maps

The following fees are for reproduction of color, GIS, or other non-standard maps, which require use of a plotter or use of a large format copier:

8.5" x 11"	\$10.00
11" x 17"	\$13.00
18" x 24"	\$16.00
24" x 36"	\$20.00
36" x 58"	\$25.00

Miscellaneous Fees

Postage/ mailing fee	Actual cost applicable on mail receipts
Photographs	\$15 plus cost of copies
Video Tape/DVD	\$15.00 per tape/DVD
Audio Tape/CD	\$15.00 - \$66.00* per tape/CD * Recorded in ¼ time
Notary fee	\$1.25 per page

The fees set forth above are subject to change without notice.

By paying with a check, you authorize us to make a one-time electronic debit from your bank or asset account for the amount of the check. For inquiries, please call (970) 483-6161.