



REQUEST FOR PUBLIC RECORDS

All requests for public records will, under normal circumstances, be processed within 3 business days of the date requested in accordance with the Colorado Open Records Law.

Today's Date: _____

Requested by: _____

Phone #'s (home) _____ (work) _____ (cell) _____

E-Mail Address: _____

Mailing Address: _____

Date Requested: _____

Specific Records Requested: _____

Request to: Inspect ___ Copies ___ Mail Copies ___ E-Mail ___

Means of Notification: Mail ___ Pick up ___ E-mail ___

Requestor's Signature: _____ Date: _____

(See Attached Fee Schedule)

Fee: No ___ Yes ___ Per Page ___ Other Costs \$ ___ Total Cost \$ ___

Date request completed: _____

Request completed by: _____

Denial of request and basis for denial: _____

Distribute Mail ___ Date mailed ___ Initials ___
Pick up ___ Date picked up ___ Initials ___
E-Mail ___ Date E-mailed ___ Initials ___

Response time pursuant to the Colorado Open Records Law:

24-72-203-The date and hour set for the inspection of records not readily available at the time of the request shall be within a reasonable time after the request. As used in this subsection (3), a "reasonable time" shall be presumed to be three working days or less. Such period may be extended if extenuating circumstances exist. However, such period of extension shall not exceed seven days. A finding that extenuating circumstances exist shall be made in writing by the custodian and shall be provided to the person making the request within the three day period.

Access to and denial of Records pursuant to the Colorado Open Records Law:

24-72-305.5-Records of official actions and criminal justice records and the names, addresses, telephone numbers, and other information in such records shall not be used by any person for the purpose of soliciting business for pecuniary gain. The official custodian shall deny any person access to records of official actions and criminal justice records unless such person signs a statement which affirms that such records shall not be used for the direct solicitation of business for pecuniary gain.

**TOWN OF OLATHE FEE SCHEDULE
ADMINISTRATIVE/POLICE DEPARTMENT FEES**

Copies - Black & White printed (per standard 8 1/2" x 11" page)	\$.25 each
Copies - Color (standard 8 1/2" x 11" page) -----	\$.50 each
Copies - Black & White or color printed (legal sized 8 1/2" x 14" page) -----	\$.50 each
On-site inspection requiring cumulative ----- staff time of less than 15 minutes	No Charge
Cumulative staff time to search, retrieve, ----- Produce, reproduce and mail or e-mail	\$20.00 per hour or portion thereof in 15 minute increments, after first 15 minutes
Research and Retrieval -----	\$20.00 per hour or portion thereof in 15 minute increments, after first 15 minutes
Information provided on electronic media -----	\$15.00-Audio tape, video tape \$20.00-CD or DVD Actual Town Cost-Other media
Budget Book or other large publication -----	\$25.00
Town of Olathe Municipal Code -----	\$35.00
Postage and Packaging -----	Actual Town cost
Fax -----	\$ 2.00 (per page)
Returned Check Fee -----	\$20.00
Accident Report Copies -----	\$ 3.50
Bench Warrant Fee -----	\$50.00
Deferred Sentence Fee -----	\$50.00
Dog Tags – Neutered -----	\$ 5.00
Dog Tags – Not Neutered -----	\$10.00
Extension Fee -----	\$20.00
Finger Printing -----	\$ 2.00
Non-resident Violators Compact Fee -----	\$50.00
Outstanding Judgment Warrant -----	\$30.00
Papers Served -----	\$15.00
Report Copies -----	\$ 1.00 (per page)
Report Research -----	\$20.00 per hour or portion thereof in 15 minute increments, after first 15 minutes
Sex Offenders 1 st Registration -----	\$40.00
Sex Offenders List -----	\$ 8.00
Sex Offenders Registration (after ann. Registration) -----	\$20.00
Show Cause Hearing -----	\$20.00