



Policies and Procedures for Public Access to Information and Records Rules

The following policies and procedures govern all public requests for access to administrative information and records in the custody of the Office of Respondent Parents' Counsel (hereinafter referenced as ORPC or Custodian). These policies and procedures are adopted to provide general information regarding the process and fees related to a request for information made pursuant to the Public Access to Information and Records Rules (hereinafter referenced as P.A.I.R.R.). Click [here](#) to view the Colorado Supreme Court Rule, Chapter 38 (P.A.I.R.R.).

To assist in making the process as swift, inexpensive and efficient as possible, anyone requesting documents should be aware of the following:

1. Any request for inspection of administrative records must be made in accordance with the procedures adopted by the Custodian.
2. P.A.I.R.R. 2 requires ORPC to produce records in existence and maintained by the ORPC as a regular course of business.
3. The ORPC will determine the format in which records will be inspected or produced. In making this decision, consideration will be given to such factors as, but not limited to, the format in which the record is stored and the number of records requested. Consideration will also be given to the format requested by the Requestor.
4. Fees may be charged to recover the cost of responding to requests. Fees may be charged for such things as time spent researching the existence of the administrative record, time spent redacting from the record any information that may or must not be disclosed, and costs related to reproducing the record. A list of possible fees is set forth below.
5. Certain requests may be limited or denied based on the specific information requested. Please refer to Section 3 of P.A.I.R.R. 2 for a detailed explanation of the exceptions and limitations on access to records.
6. If a record is not available for inspection, the Requestor may request a written statement from the ORPC setting forth the grounds for denial of the request. A response must be provided within a reasonable time.
7. Other court rules pertaining to the inspection and confidentiality of records may apply to a request for records. Those rules may alter the process, time limits, and records available in responding to a request for administrative records.
8. If the Requestor is unable to identify the specific record(s) sought, the Requestor is encouraged to contact the ORPC in advance of submitting a request for records.
9. A request for records should be specific. Overly general or broad requests may result in a large number of records being produced at a high cost to the Requestor.



Procedure to Request Inspection

All public requests for administrative records must be made via the electronic request form available on the ORPC website: <https://www.coloradorpc.org/about-us/administrative-records/>. The ORPC will not accept a request for records in any other format.

All requests for records must include the following in order for the ORPC to provide the requested information within the required timeframe:

1. Requestor's name;
2. The name of any entity or organization on behalf of which the Requestor submits the request;
3. Requestor's mailing address;
4. Requestor's email address;
5. Requestor's phone number;
6. A statement as to the preferred method for the ORPC to communicate with the Requestor;
7. The identity or a concise description of the records requested;
8. The format in which the Requestor would like to inspect the records (paper or electronic);
9. A statement that the Requestor has reviewed P.A.I.R.R.;
10. A statement that the Requestor has reviewed these Policies and Procedures;
11. A statement that the information provided is true and accurate.

Response

When a request for records is submitted via the ORPC website, an email is automatically sent to the Executive Director and the Deputy Director notifying them of the request. Upon receipt of a request for records, the ORPC will provide one of the following responses within three business days:

1. The record is available for inspection.
 - If the record is available for inspection, the ORPC will attempt to provide the document(s) via email in PDF format.
 - If it is not feasible to provide the document(s) in PDF format, the ORPC shall determine the format in which the document(s) will be provided.
2. The record is not available for inspection.
 - If the record is not available for inspection, the ORPC will state a reason the record is not available. The reasons may include, but are not limited to, the following:
 - The requested record is not maintained by the ORPC.
 - The request is not sufficiently specific to identify the record sought.
 - The record is not available for inspection pursuant to Section 3 of P.A.I.R.R. 2
3. The ORPC requires an additional seven business days to respond because extenuating circumstances exist.



Fees

Consistent with [Chief Justice Directive 06-01](#) concerning assessment of court fees and costs, the ORPC may charge fees to recover costs incurred in connection with responding to a request for records. Prior to producing requested records, the ORPC will provide an estimate of the costs associated with the request.

Unless the fees are waived, the records will not be retrieved, redacted, copied or otherwise produced until payment of the estimate is received. If, after the records are gathered, redacted and copied/scanned, the estimate is too small, records will not be produced until the balance due is paid in full. If the estimate is greater than the actual cost of production, the overpayment will be returned at the time the records are produced.

Fees are as follows:

1. Review, research and/or redaction of documents: \$25.00 per hour (charged in ¼ hour increments).
2. Copies: \$.25 per page/\$.50 double-sided copies.
3. Scanning: \$.25 per page/\$.50 double-sided copies.
4. Employee time supervising inspection of records: \$25.00 per hour (charged in ¼ hour increments).
5. CDs or DVDs: \$20.00
6. Transmission: ORPC will charge the actual postage or private package carrier rates incurred responding to the request.

The ORPC will maintain all public records requests electronically and/or in hard copy for three years. The ORPC will maintain copies of all documents provided as a result of public records requests electronically and/or in hard copy for three years.