

Colorado Courts, Probation Departments and State Court Administrator's Office Policy Governing the Inspection of Administrative Records

The following policy specifies the implementation of the Colorado Supreme Court Public Access to Information and Records Rule 2 [P.A.I.R.R. 2](#) for the Colorado Courts, Probation Departments and State Court Administrator's Office (SCAO) concerning the public access to administrative records. The policy is intended to ensure the above entities respond to requests for administrative records in a consistent and expeditious manner. This policy is not intended to govern requests made of other Judicial Branch agencies.

Request to the Custodian. Pursuant to [P.A.I.R.R. 2](#), a request to inspect or obtain a copy of an administrative record must be directed to the custodian of the record or designee. If a recipient of a request is not the custodian of the sought record but the recipient knows or believes the custodian is or may be someone else in the Courts, Probation Department or the SCAO, the recipient will inform the requestor and forward the request to the person believed to be the custodian. The time frames for acknowledgment of and response to the request shall begin following receipt of the forwarded request.

Requests that cite the federal Freedom of Information Act or the Colorado Open Records Act, section 24-72-200.1, et seq., C.R.S. will be treated as though they were made pursuant to [P.A.I.R.R. 2](#) and the rule provisions shall apply to the request. All requests for administrative records must at minimum include the following information: date the request was delivered to the record custodian, requested record, and requestor's name, address, telephone number and email address.

Persons requesting access to administrative records of the Courts, Probation Departments or the SCAO may use the form attached to this Policy.

Time for Inspection.

The custodian of the record shall provide written notice of the date, time and location for inspection of records that are subject to inspection under [P.A.I.R.R. 2](#).

Format of Records Produced.

P.A.I.R.R. 2, §4(b)(1)(B) provides for the custodian to determine whether a record will be provided in print or electronic format.

Fees.

- **Copies, Scanned Images or Data Storage Device.**
 - A fee of \$.25 per page (\$.50 if double-sided) may be charged for a photocopy or scanned image of a record.

- If a substantial request is made requiring the production of more than 20 pages of documents the requestor **will be charged** \$.25 per page (\$.50 if double-sided) for all documents photocopied, scanned or produced.
- If the record is provided on a data storage device, the actual cost of the data storage device will also be charged.

- **Research, Retrieval, Redaction.**

If review or research, including redaction of documents, is required to provide the information requested, a fee may be assessed at the rate of \$30.00 per hour to recoup the costs of the Court's, Probation Department's and the SCAO's employee time and resources; however, there shall be no charge for the first hour expended in connection with research and redaction.

- **Notice to Requestor.**

Prior to fulfilling a request for administrative records that will involve the assessment of fees, the custodian or designee will provide the requestor with advance notice of an estimate of the cost of complying with the request. Payment of the actual cost must be received prior to delivery of the requested record.

REQUEST TO ACCESS ADMINSTRATIVE RECORDS
Pursuant to P.A.I.R.R. 2

Describe the record you would like to access:

Requestor

Address

City, State and Zip Code

Telephone Number (Day)

Telephone Number (Alternate)

Email Address

Date Request Delivered to the Custodian

FOR INTERNAL USE ONLY:

Date Request Was Received: _____

Person Fulfilling The Request _____ Date Fulfilled _____

Fees Charged (If Any): _____

Copy Costs \$ _____ Research Retrieval \$ _____ Redaction \$ _____ Other \$ _____