

Town of Carbondale Fee Schedule for Public Records Requested via a
 “Public Records Request Form” under the Colorado Open Records Act

Description	Fee
Copies – standard page (defined as a document created from Word processing, generated onto paper sized 8 ½ x 11 to 11 x 17 from a non-color printer)	\$.25/page
<ul style="list-style-type: none"> • Copy, printout, or photograph in a format other than a standard page • Request for data in a form not used by the Town • Research and Retrieval <ul style="list-style-type: none"> ❖ A 50% advance deposit may be required for public records requests that will require significant staff time and resources to complete. ❖ A 100% advance deposit may be required for requests from persons who have made previous records requests and not paid or not come in to view the requested information. 	Actual cost to the Town Actual cost to the Town Actual time spent in excess of one-half hour based on hourly rate, including benefits, of the least technically trained person capable of performing the search/retrieval

Town of Carbondale Fee Schedule for Town Records Requested without a
 “Public Records Request Form”

Description	Fee
Video recordings of Council, Board or Commission meetings	\$25.00 for CD Copy
Bid documents sold during bidding periods	Varies
Brochures and pamphlets provided to citizens and businesses	No Charge
Town Code Book (free online @www.carbondalegov.org)	
Town Charter	\$10.00 each
Town Council agendas and minutes faxed copy – local number (free online @www.carbondalegov.org)	No Charge
Document Certification	\$2.00 each document
Comprehensive Plan in CD format or Paper Copy	\$25.00
Printed publications not specified herein	Town’s cost
Town Budget <ul style="list-style-type: none"> • Paper Copy • CD Copy <p style="text-align: right;">paper copies subject to availability</p>	\$20.00 \$ 5.00