

**Town of Sedgwick**  
**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(1)(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 maintenance, inspection and dissemination of the criminal justice records as defined by C.R.S. § 24-72-302 shall be in accordance with state statutes and the policy and procedures promulgated by the Town.

**Procedures**

The Town Clerk will notify the applicant of the completion of process of a 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 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 or the records are provided to the requestor.