

**TOWN OF MOFFAT, COLORADO**  
**EXHIBIT A TO RESOLUTION NO. 2016-8**

**Open Records Policy**

**Fee Schedule**

The Open Records Act allows a charge of \$0.25 per page for copies requested of and provided by the Town of Moffat, with additional charges as appropriate for research, retrieval and physical medium of the document (ex. Diskette or CD).

Charge per page: \$0.25

Charge per diskette, CD or cassette tape, if too large to email: \$25.00

Charge per electronic recording (MP3, etc.): \$10.00

If a record contains both public and confidential material, the Town of Moffat is not required to redact confidential material in order to comply with a request for the record. However, the Town Clerk may agree to provide redacted records if the requestor pays the redaction fee as shown on the schedule below.

Hourly charges for research, retrieval and related services are:

Department Heads/Mayor: \$30/hour (first hour free of charge)

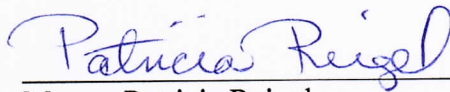
Non-Supervisory Personnel: \$17/hour (first hour free of charge)

Any charges for data manipulation that are not performed by Town personnel will be passed through to the Requester at cost.


**Open record requests must be made in writing.** Requester should allow up to three business days from receipt of request to retrieve said documents or to receive disclosure as to the additional time required to meet the request. In the event that the request will incur a cost in excess of \$25, the records custodian will make an estimate of the expected cost, and will require advance deposit of that amount before work to fulfill the request begins.

**RESOLVED, APPROVED, and ADOPTED** this 6<sup>th</sup> day of December, 2016.

TOWN OF MOFFAT, COLORADO

  
\_\_\_\_\_  
Mayor, Patricia Reigel

ATTEST:

  
\_\_\_\_\_  
Town Clerk, Kristin Ecklund

(Seal)