

**Colorado River Water Conservation District's Policy and Fee Schedule for Public Records
Research and Retrieval and GIS Mapping and Project Services**

This Policy is adopted pursuant to the Open Records Act (C.R.S. § 24-72-101, et seq.).
Effective July 1, 2014

PUBLIC RECORD REVIEW

The public records of the River District are available for review at the River District's office during normal business hours. Any individual or organization wishing to review River District records should provide written notice three days in advance. The River District may deny access to certain public records consistent with C.R.S. §24-72-204 and other applicable laws. The River District does not impose a charge for the first hour of time expended in connection with the research and retrieval of public records. After the first hour any additional research and retrieval of public records by River District staff will be billed at \$30.00 per hour. Upon request, copies of documents will be provided consistent with the fee schedule below.

\$.25 per page for black & white

\$.50 per page for color

\$.07 per page for documents provided on CD or electronically

GEOGRAPHICAL INFORMATION SYSTEM MAPPING AND PROJECT SERVICES

The River District provides and develops Geographical Information System ("GIS") Digital Base Maps, GIS Maps, and Project services regarding water resources and resource management data. In order to (a) recover the actual incremental costs of providing electronic services and products and (b) to recover the actual costs of generating records through data manipulation, the following Price Schedule will be applied when providing a GIS service to any Person.

Fees may be waived for any Person which has entered into an agreement with the River District either to share GIS resources or to collaborate on water resource investigations specific to the GIS Project or where the records will be used for public purposes consistent with the River District's policies.

Definitions

For purposes of this Policy, the following definitions shall be used:

1. "Geographical Information System" ("GIS") is a software system that provides a method to process and analyze geo-referenced data and produce maps.
2. "Digital Base Map" ("DBM") data are digital GIS data containing database elements and attributes.
3. "GIS Maps" are color digital ("image") formatted or hardcopy ("plot") formatted representations of the spatial distribution of water resource elements.
4. "Projects" are compilations of DBMs used to create Maps.
5. "Person" is any individual or any private or government entity.

Price Schedule for DBMs, Maps, and Projects			
Item	Size	Description	Price
DBMs	per megabyte	GIS digital coverages created by the District	\$10.00
Map Images	per megabyte	GIS digital maps created by the District	5.00
Map Plots	per square foot	GIS hardcopy maps created by the District	2.00
Projects	per hour staff time	GIS projects developed by the District	30.00

The price for providing a 36" x 36" GIS map plot is \$18.00. The price for providing a letter or legal size GIS map (or any plot smaller than one square foot) is \$2.00. An additional cost will be charged when a map plot is to be shipped, equal to the cost of postage plus the cost of the shipping container (currently \$5.40 for 36" width).

The price for generating Projects through data manipulation is the cost of development per hour of staff time plus the price per megabyte for digital format and the price per square foot for any hardcopy.

All services and products are subject to actual availability of data required to fulfill the request. The River District staff will make reasonable efforts to respond to requests for Documents, DBMs, Map Images, and Map Plots within three (3) working days and to requests for generating Projects through data manipulation within seven (7) working days.

Approved:



R. Eric Kuhn, Secretary/General Manager

Date: _____

7/7/14