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|  | Policy on Responses to Public Records Requests | Responsible Administrative Unit: Office of Legal Services |
| | Issued: August 27, 2014 Revised: | Policy Contact: Anne Stark Walker General Counsel aswalker@mines.edu |

reformat or analyze information in a new way in order to respond to a request.

- e. Time for response to CORA requests that comply with this policy shall be as follows:
 - 1) The normal time for production shall be three (3) working days, beginning on the first business day after the request is received by Mines.
 - 2) Such periods may be extended upon determination by Mines that extenuating circumstances exist. Such period of extension shall not normally exceed seven (7) working days. The requesting party shall be notified of the extension within the original three-day period.
 - 3) These time periods for responding to requests shall **not** apply to (a) requests that do not comply with this policy, (b) requests that are so broad or burdensome they interfere with university employees' regular work duties, or (c) requests for which the requesting party has failed to pay the appropriate charges.
- f. Requests to inspect records shall not take priority over the regular work activities of university employees.
- g. If a requesting party wishes to inspect available records in advance or in lieu of receiving copies, such inspection shall be by appointment only during normal working hours. Such inspection shall occur on-site and may be supervised by a university representative.

2.2 Charges for Copies of Requested Records

- a. The normal cost for requested documents shall be \$.25 per page or, for documents in non-standard formats, the actual duplication costs.
- b. At Mines' prerogative, the requesting party may also be charged a reasonable research, retrieval and review fee based on the actual cost of responding to the request; provided, however, that the hourly rate for employee time expended in connection with the research, retrieval and review of records shall not exceed \$30 per hour. There shall be no charge for the first hour of employee time. When additional

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reduced by Mines, the actual incremental costs of providing the electronic services and products, together with a reasonable portion of the costs associated with building and maintaining the information system.

- d. While not required, Mines may choose to reformat or analyze information in a new way in order to respond to a request. Where the record is a result of such reformatting or analysis, the requesting party will be charged, unless waived or reduced by Mines, the actual costs of creating the record.
- e. Unless waived by Mines, the requesting party will be charged the cost of transmitting the records to the requesting party by United States mail or other delivery service. If records are transmitted by e-mail, no fee will be charged for such transmission.
- f. Mines will not transmit any records to the requesting party until full payment for the appropriate fees has been received.

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