

**WEST CUSTER COUNTY HOSPITAL DISTRICT  
PUBLIC OPEN RECORDS REQUEST- Summary of Fees**

**Extracted from Resolution No. 2018-3  
Adopted 5-24-18**

Where the fee for a certified copy or other copy, printout, or photograph of a public record is specifically prescribed by law, the specific fee shall be charged. If a fee is not specifically prescribed by law, the District will furnish copies, printouts, or photographs of a public record for a fee of \$0.25 per standard page. The District shall charge a fee not to exceed the actual cost of providing a copy, photograph, or printout in a form other than a standard page. The District shall charge the actual costs it incurs in having the copies made off-site by an outside copying facility.

In accordance with the CDPHE Regulations, if the District produces copies, printouts, or photographs of medical or mental health records pursuant to C.R.S. § 24-72-204(3)(a)(I), the District shall charge the following fees:

- a. For requests made by the patient or patient's personal representative (as defined under HIPAA § 164.502(g)):
  - i. \$14.00 for the first 10 or fewer pages;
  - ii. \$0.50 per page for pages 11-40; and
  - iii. \$0.33 per page for every additional page.
- b. For requests made by a representative of the patient, other than the patient's personal representative (as defined under HIPAA § 164.502(g)), with the patient's written authorization:
  - i. \$16.50 for the first 10 or fewer pages;
  - ii. \$0.75 per page for pages 11-40; and
  - iii. \$0.50 per page for every additional page.

The per-page fee for records copied from microfilm is \$1.50 per page. Actual postage or shipping costs and applicable sales tax, if any, also may be charged. The District may present a justification to the Colorado Department of Public Health and Environment to charge additional sums for one or more specific classes of medical records or services, but will not charge such additional sums unless approved by the Board and the Colorado Department of Public Health and Environment.

If, in response to a specific request, the District's custodian of records performs a manipulation of data so as to generate a record in a form not used by the District (including a privilege log), an administrative fee of \$30.00 per hour shall be charged the person or entity making the request. An individual or entity making a subsequent request for the same or similar records shall be charged the same fee. In addition, the \$.25 per standard page fee pursuant to Paragraph 4 above would include any copies made that were necessary to perform the manipulation and will include any other supply charges at actual cost that may be incurred in fulfilling the request.

The District will not impose a charge for the first hour of time expended in connection with the research and retrieval of public records. If the amount of time required by the District to research and retrieve the documents necessary to fulfill a specific request exceeds one hour, including the time required to identify and segregate records that must or may not be produced, the person or entity making the request shall be charged a research and retrieval fee of \$30.00 per hour. This charge will also be assessed for supervising the review and copying of documents by an individual making a request for records.

Upon request for transmission of the public record, the District will transmit the public record by United States mail, other delivery service, facsimile, or electronic mail. If transmitting the public record pursuant to this paragraph, the District may notify the record requester that a copy of the public record is available, but will be sent only when the District receives payment or makes satisfactory arrangements for payment of all costs associated with transmitting the public record and for all other fees lawfully allowed; provided, however, that no transmission fees will be charged for transmitting the public record via electronic mail.