



Archuleta County Sheriff's Office

Request to Inspect Criminal Justice Records

In accordance with Colorado revised statutes, 19-1-301 through 304, concerning children's code records and information act and 24-72-201 through 206, concerning inspection, copying and photographing public records, and 24-72-301 through 24-72-309 concerning criminal justice records, the ACSO will provide, for public inspection, records in the custody of the sheriff's office which are legally allowed within the provision of the above referenced statutes. The sheriff's office is authorizing dissemination only to the below requestor in accordance with CRS 24-72-304, secondary dissemination may violate this statute and will not be the responsibility of the sheriff's office. To request a copy of a record you must complete this form, which will be retained in the file of the requested record. All requests are processed as soon as possible, but may take up to 3 business days. Such period may be extended if extenuating circumstances exist such as the request is for an inactive file; an unusually long request or the records need to be reviewed by administration. Your request may require approval through the district attorney's office. Should your request be denied, you may request a written explanation for any such denial. The fee shall be as detailed below.

Per CRS 24-72-205 (6) (a), a non-refundable research/retrieval fee of \$5.00 will be assessed for every request to inspect public records, whether or not the requested record is located. Actual costs will include staff time. There is no charge for the first hour of searching. After the first hour, a \$33.00 per hour fee will be assessed. The \$5.00 initial fee will be applied to actual costs. Any fees charged will include the cost of redacting documents to protect privileged material. (Redaction is the act of "blacking out" certain words or personal identifiers protected by law).

****There are certain reports that cannot be emailed and must be obtained in person upon providing proper identification.****

*Person requesting records: _____ Date requested: _____

Representing (name of firm/business) _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Physical Address: _____ City: _____ State: _____ Zip: _____

*Home phone# _____ *Cell phone# _____ *Work phone# _____

*Email address# _____ Fax# _____

Case Report# _____ Report date: _____

Person(s) involved in record _____

Requestor's involvement: victim witness suspect complainant involved arrestee

Check the box for the information you are requesting:

- Case report for victim:** no charge to persons indexed as a victim of report.
- Case report: \$5.00 for each searched case report** (includes retrieval, copying of the first ten pages of the report and booking sheets if applicable). There is a fee of \$0.25 per each additional page.
- Case photographs (if available):** \$2.50 each photo or \$15.00 per DVD, USB, Sim card or other electronic medium.
- Body camera video / Jail video (if available):** \$33.00 per hour research fee plus \$15.00 per DVD/USB.
- Other:** _____

Your signature acknowledges you will pay all sheriff's fees associated with this records request (all payments must be received in advance of releasing the requested records) and per statute 24-72-305.5, the searched records will not be used for the direct solicitation of business for pecuniary gain.

I have read and agree to the terms and the conditions stated above.

(Check here if submitting electronically).

Signature: _____

Date: _____

This request may be faxed to the Records Department. Fax number: 970-731-4800

This request may be emailed to the Records Technician: soadmin@archuletacounty.org

Approval or Denial of Inspection (Office Use Only)

Received by: _____ by: email in person mail fax Date: _____

Processed by: _____ Date: _____ Time: _____

Your request has been: (please see reason below)

- Approved
- Approved by Investigations
- Denied by Investigations – Investigation pending
- Denied – Contrary to state statute
- Denied – Prohibited by rules or order of court
- Denied – Contrary to public interest
- Denied – Custody of record given to district attorney or _____
- Other _____

Final Supervisor Approval _____

Furnished: in person mail fax

Amount of fee paid: \$ _____