

**APPENDIX 5-O – CRIMINAL JUSTICE RECORDS RETRIEVAL**

<b><i>Item</i></b>	<b><i>Cost</i></b>	<b><i>Information</i></b>
Search and Retrieval Fee	\$4.00	If cumulative time is under 10 minutes.  Victims of crimes have a right to receive the complete police report(s) but are subject to fees for any additional copies of the police report(s). This does not include evidence, body worn camera footage, and 911 recordings. All parties are subject to fees for these items.
Redaction/Extended Research/ Retrieval	\$5.00 per 15 minutes  \$20.00 per hour – Actual cumulative time of Records Technician to retrieve, redact, and reproduce and discriminate a record in compliance with CORA and CCJRA	Cumulative staff time to retrieve, redact, reproduce and mail or fax records, exceeding 10 minutes
Copies	\$0.25 per page	Black and white printed copy (per standard 8½" x 11" page)
Location Search	\$5.50 + \$5.50 per subsequent 15 minutes	Per location searched
Clearance Letters/Records Checks	\$7.00	Per letter. Add \$0.50 if mailed
Notary or Authentication Fee	\$5.00	Per clearance letter notarized and report authenticated
Postage and Packaging	Actual County cost	Costs associated with packaging and shipping/mailing requested records
Broad Statistical Request	\$13.00 per 15 minutes	Per request requiring programming for completion
E911/Dispatch Recordings	\$45.00 + \$45.00 per subsequent hour	Per recording. Recordings are released on CD-Rom

Fax Fee	\$1.00 per page	Fee includes any long-distance fees incurred
Evidence Fees		
Evidence viewing	\$30.00 per hour, 1 hour minimum (free by order of the court)	
Copies of evidence photos, CD/DVD, media	\$30.00 per hour, 1 hour minimum, plus media equipment and supply costs (outside of Discovery Process and subject to CORA and CCRJA)	
Body Worn Camera video retrieval	\$60.00 per hour, 1 hour minimum, plus cost of media equipment (outside of Discovery Process and subject to CORA and CCRJA)	
Body Worn Camera video redaction	\$60.00 per hour, 1 hour minimum	

(Weld County Code Ordinance [2009-13](#) ; [Weld County Code Ordinance 2015-23](#).)