

**RESOLUTION TO APPROVE A FEE SCHEDULE FOR THE  
CRIMINAL JUSTICE SERVICES DIVISION RELATING TO THE RELEASE OF  
CRIMINAL JUSTICE RECORDS; AND HEALTH INFORMATION PROTECTED UNDER  
HIPAA AND SUBSTANCE ABUSE TREATMENT REGULATIONS**

**WHEREAS**, the Larimer County Criminal Justice Services Division includes the Larimer County Community Corrections Department and the Larimer County Alternative Sentencing Department respectively; and

**WHEREAS**, Larimer County Criminal Justice Services Division is authorized pursuant to C.R.S. 24-72-306(1) to assess reasonable fees to cover Criminal Justice Services' actual costs, including its personnel and equipment costs, incurred to search, retrieve, redact, and copy criminal justice records for public inspection. This statute also requires that such fees be approved by the County Board; and

**WHEREAS**, Larimer County Criminal Justice Services Division is authorized pursuant to Code of Federal Regulations 45 CFR 164.524 to assess reasonable, cost-based fees to cover Criminal Justice Services' actual costs, including its personnel, supplies and postage, incurred to search, retrieve, redact, and copy protected health information; and

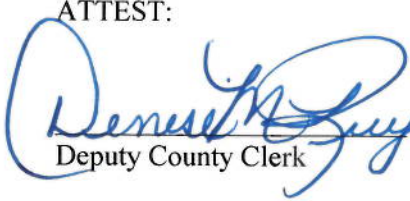
**WHEREAS**, Larimer County Criminal Justice Services Division shall only release Protected Health Information including Substance Abuse Treatment Information with the written authorization completed by the competent patient or legal representative, in compliance with all applicable legal requirements; and


**WHEREAS**, the fee schedule is as follows:

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| 1. Fee for search, retrieval, and redaction (cost of copies not included).....   | \$25.00 per hour<br>(1/2 hour minimum<br>& 1 hour maximum) |
| 2. Copy of Record.....   | \$0.25 per page  |
| 3. Special Searches – requiring creation of a new record, manipulation of data,<br>or expertise of computer systems personnel (cost of copies not included)..... | \$30.00 per hour<br>(1 hour minimum)                       |
| 4. Security Camera Recording – includes search, review, and cost of medium..   | \$25.00 per hour<br>(1 hour minimum)                       |

**THEREFORE, BE IT RESOLVED** that the fee schedule for the Larimer County Criminal Justice Services Division relating to release of Criminal Justice Records and Protected Health Information is hereby approved.

DATED THIS DAY, 17th, February, 2017.

ATTEST:  
  
Deputy County Clerk



THE BOARD OF COUNTY COMMISSIONERS  
LARIMER COUNTY, COLORADO

  
Lew Gaiter III, Chair

DATE 2/1/17  
APPROVED AS TO FORM  
  
SENIOR COUNTY ATTORNEY