August 2, 2012

Sara J. Rich
Staff Attorney
ACLU of Colorado
303 E. 17th Avenue, Suite 350
Denver, Colorado 80203

Re: Public Records Request Regarding Automatic License Plate Readers

Dear Ms. Rich:

As the custodian of records for the Town of Erie, I have reviewed your request dated August 2, 2012 for records regarding Automatic License Plate Readers.

While the Town of Erie has no objection to producing these records, your records request appears to encompass a large amount of information that the Town is not the records custodian for. This request for public records will involve the need to perform extensive retrieval of documents from Boulder County.

While the Town has a clear obligation to provide public records and information, it cannot provide this service without affecting its ability to provide normal and usual services. Therefore, the departments would charge, on an hourly basis, for research or retrieval that takes more than one-half hour to perform in addition to the fees associated with the cost of the copies themselves.

While we are able to comply with your request for copies of these records, due to the volume of information requested we would require a deposit of $1,000.00 to produce copies of all the documents. A final accounting of the actual costs will be determined upon completion of your request.

In addition due to extenuating circumstances within my department I am unable to respond to this request within the “three days” noted in the statutes as “reasonable” and will need an additional “seven” days as provided by statute to complete your request. The seven days would begin upon receipt of your deposit.

We will await your response prior to proceeding further with this request.

Sincerely,

Nancy J. Parker
Town Clerk