

## Addendum D

### **COST RECOVERY FORMULA CONCERNING THE RELEASE OF ELECTRONIC DATA**

#### *Pursuant to CJD 05-01 Section 6.00: Colorado Judicial Department Public Access Policy*

This recovery formula is established pursuant to the authority granted to the Public Access Committee by Chief Justice Directive 05-01 and is consistent with that directive unless otherwise specifically indicated. The formula is intended to provide guidance to the Judicial Department as it responds to requests for information.

Costs shall be consistent with those allowed in CJD 06-01. The following additional costs associated with the release of electronic data may be recovered:

- (i) Information Technology (IT) staff hours will be charged at \$70.00 per hour. Hours will be rounded to the nearest half hour (including but not limited to writing programs, writing and/or running complex queries to create, cleanse, format and/or extract the necessary data);
- (ii) Data Analyst hours will be charged at \$50.00 per hour. Hours will be rounded to the nearest half hour (including but not limited to writing and/or running queries, formatting, reviewing, and cleansing data for accuracy and validity);
- (iii) CDs or other medium used for providing the data to the requestor;
- (iv) Postage;
- (v) Envelopes;
- (vi) Administrative time, which includes: court clerk time, secretarial time, billing time (calculating the billing, creating and mailing, and tracking payments received), request tracking, etc.; and
- (vii) Processing fee which would recover the maintenance costs associated with the hardware and software that are necessary to provide the data as expressed in Computer Processing Units (“CPU”) – calculated by the quantity of time the system is in use to run the query and compile the requested data.