



# SHERIFF

## ADAMS COUNTY

SHERIFF GENE R. CLAPS

### Records Request Fee Schedule

<b>Case Reports</b>	\$5.00 for each case report searched (Includes Retrieval) additional fee of .25 cents per page. No Charge for the first copy to persons indexed as a victim of the report
<b>Calls For Service</b>	\$5.00 for each address searched (Includes Retrieval) additional fee of .25 cents per page
<b>Mugshot</b>	\$2.00 per mugshot
<b>Case Photographs</b>	\$5.00 if available
<b>Research Fees To Include Audio/Video Redaction &amp; Processing</b>	\$41.37 per hour if available (1-hour minimum in addition to the cost of removable media)
<b>Removable Media</b>	\$20.00 per removable media (No outside removable media will be accepted)
<b>Jail/Medical Records</b>	\$5.00 for each record searched (Includes Retrieval) additional fee of .25 cents per page
<b>Background &amp; Custody Letters</b>	\$10.00 Consists of only arrests/warrants and In Custody information made by the Adams County Sheriff's Office
<b>Custom Requests</b>	\$41.37 per hour (first hour free)

**Deposits:** If the fulfillment of a request is likely to incur fees in excess of one hour of research, we will provide the requesting party with an estimate of the likely fees to be generated in fulfilling the request. Payment of the estimated fees will be required prior to any staff time being expended on responding to the request. Requesting parties will be responsible for any actual costs incurred in excess of the deposit and will be reimbursed for any estimated costs that are not actually incurred.

**All records not picked up within 30 days will be destroyed.**

24-72-305.5 Access to records – denial by custodian – use of records to obtain information for solicitation. Records of official actions and criminal justice records and the names, addresses, telephone numbers, and other information in such records shall not be used by any person for the purpose of soliciting business for pecuniary gain. The official custodian shall deny any person access to records of official actions and criminal justice records unless such person signs a statement which affirms that such records shall not be used for the direct solicitation of business for pecuniary gain.

24-72-306 Criminal justice agencies may assess reasonable fees, not to exceed actual costs, including but not limited to personnel and equipment, for the search, Retrieval, and redaction of criminal justice records and may waive fees at their discretion. In addition, agencies may charge a fee not to exceed \$0.25 per standard page for a copy of a criminal justice record. Where fees for certified copies or other copies, printouts, or photographs of such records are specifically prescribed by law, such specific fees shall apply.

Adams County is committed to digital accessibility. If you require the requested records in a specific accessible format, please let us know and we will work to accommodate your request. If a specific requested accommodation or modification cannot be provided, the County will work with you to provide an alternative accommodation or modification.