



CITY OF SHERIDAN  
4101 S. Federal Blvd  
Sheridan, CO 80110

Phone 303-438-3306  
Fax 303.438.3398

OFFICE OF CITY CLERK

February 13, 2017

Mr. Paul Houston  
[REDACTED]

Denver, CO 80236

VIA EMAIL [REDACTED]

RE: Paul Houston, February 8, 2017 Public Records Request

Dear Mr. Houston:

In response to your CORA request dated February 8, 2017, I advise you as follows:

As an initial point, I do not receive or send any text messages, and as to email communications, I delete them shortly after I've read them.

Though the deleted emails are recoverable, because the City does not archive its emails, our outside IT Contractor has advised me that to search the emails he would have to establish a recovery domain which requires additional hardware. This would take approximately eight (8) hours of time and he would then have to search through each day set forth in your request (July 1 2016 through and including February 8, 2016) to retrieve, segregate and redact documents responsive to your request. He estimates this would take approximately three (3) hours for each day. As your request includes 217 days, for the City to proceed you would be required to submit a deposit of \$6,750 based upon the City's \$30 per hour research and retrieval fee, which is imposed after the first hour of work. (C.R.S. § 24-72-205(6)(a). Also, note that any emails from the City's CIRSA Counsel Steve Dawes or the City Attorney William Hayashi constitute "privileged communications" and are not disclosable. (C.R.S. § 24-72-204(3)(a)(II)(A)

As I am aware from the past that you are conscious of fees, please let me know if you desire to proceed with the electronic records portion of your request. If you decide to proceed, if less time is required you will receive a refund but if more time is needed you will be required to pay an additional deposit.

As to your request for "written correspondence, analysis, reports or documents", I am providing those documents to you electronically at no cost, as it took less than one hour to research and retrieve them and there is no charge for the electronic transmission of documents.

Please let me know if you have any questions.

Sincerely,

/s/ Arlene Sagee

Arlene Sagee, City Clerk