



Las Animas County Dept. of Human Services Print/Copy Policy

General Policy

This section applies to all Las Animas County Department of Human Services (LACDHS) employees, community partners, and legal representatives. This also applies to all related organizations and third party organizations that utilize resources funded by the Las Animas County Dept. of Human Services. Printing or copying via the LACDHS network will incur a cost (Please see rates below).

In general, LACDHS Printing/Copying Services is responsible for all printers, copiers, and multifunctional devices and carries the actual cost of running all of the devices within Printing Services. Departments and individuals are charged a flat allocated rate for use of these devices. Any new device placement requires the approval of LACDHS administration. Department Pricing and Charging Process All departments and records request (Discovery) will be charged the following per printed side for printing and copying.

<i>Output Category</i>	<i>Black/White CPP</i>	<i>Color CPP</i>
Printing Service Job	<i>\$1.00/Page</i>	<i>\$2.00/Page</i>
Copy Service Job	<i>\$1.25/Page</i>	<i>\$2.50/Page</i>
Digital Files (Secured Transmission)	<i>\$1.50/Page</i>	<i>\$1.50/Page</i>

These prices include paper, toner, service, and supplies for printing service jobs. Printing Service color pricing is under review and each job requested is quoted individually. Invoices will be attached to each print/copy job and a check or money order may be made payable to:

***Las Animas County DHS
219 S. Chestnut Street
Trinidad, CO 81082***

Discovery/Legal Documents

Any party who makes a request for discovery/legal case file documents from LACDHS **MUST** schedule an appointment with LACDHS in order to review any case files or documents requested. Documents requested will be reviewed by LACDHS staff to ensure release of information is valid; additionally, information contained in requested documents may be redacted by LACDHS staff for confidentiality/HIPAA purposes. Any request for copies will be charged at the same rate as stated above under general policy.

Adopted this 1st day of January 2025



Michael Aragon, Director LACDHS