

**RESOLUTION 3
SERIES 2017**

CONCERNING OPEN RECORDS REQUESTS

Consistent with the Colorado Open Records Act, C.R.S. 24-72-201 *et seq.* ("CORA"), the Board of Directors ("Board") of the Upper Blue Sanitation District ("District") hereby adopts the following general policies concerning the release of records pursuant to a records request under CORA ("Records Request"):


1. Every Records Request shall be submitted to the District's Custodian of Records in writing and be specific as to the information desired. The District Manager is hereby appointed the District's Custodian of Records for the purposes of CORA.
2. Upon receipt, the Custodian of Records shall immediately forward all Records Requests to the District's legal counsel for review and advice regarding the District's response responsibilities under the then existing provisions of CORA.
3. The Custodian of Records may set the time during normal office hours and the place for records to be inspected and require that the Custodian of Records or a delegated employee be present while the records are examined.
4. A person granted the right to inspect District records will also be furnished copies requested at a cost not to exceed \$.25 per page in standard size and format. The charge for providing a copy, printout or photograph of a public record in a format other than a standard page will be assessed at the actual cost of production. Additionally, in those cases where the location or existence of specific documents must be researched and the documents must be retrieved, sorted or reviewed for applicability to the request, and such process requires one or more hours of staff time, the District may charge a research and retrieval fee not to exceed \$30 per hour; provided, however, that no charge shall be made for the first hour of time expended in connection with the research and retrieval of public records. Any fee charged for the research and retrieval will be the same for all requesting parties, whether the person requesting the records is an individual, a representative of the media, a public or private entity, or a for-profit or nonprofit entity.
5. Upon request for records transmission by a person seeking a copy of any public record, the custodian will transmit a copy of the record by U.S. Mail, other delivery service, facsimile, or electronic mail. No transmission fees will be charged to the records requester for transmitting public records via electronic mail.
6. When practical, the copy, printout, or photograph of the requested record will be made in the place where the record is kept, but if it is impractical to do so, the Custodian of Records may allow arrangements to be made for the copy, printout, or photograph to be made at other facilities. If other facilities are necessary, the cost of providing requested records will be paid by the person making the request.

The above-stated policies shall supersede any previous policy or policies related to records requests; are an implementation by the Board of some of the powers conferred upon the Board by statute; and are in no way to be construed as a limitation upon the powers of the Board, or as an expression of the Board on only so much of its powers as it intends to use. The Board reserves the right and

authority to change the policies expressed herein at any time and from time to time in the manner now or hereafter provided by law.

Upon approval of this Resolution, the District Manager is hereby directed to publish this Resolution on the District's website.

APPROVED this 9 day of March 2017.



UPPER BLUE SANITATION DISTRICT

Barrie Stimson, President

ATTEST:



Allyn Mosher, Secretary