

CASTLE PINES METROPOLITAN DISTRICT

POLICY AND PROCEDURES REGARDING ACCESS TO PUBLIC RECORDS

Adopted: June 26, 2014

It is the policy of the Castle Pines Metropolitan District (the "DISTRICT") to make all Public Records available for public inspection at reasonable times in accordance with the Colorado Open Records Act (the "ACT"), C.R.S. § 24-72-200.1, *et seq.* This policy sets forth general procedures for providing District-wide, consistent, prompt and equitable service to Persons requesting access to public records and establishes reasonable and consistent fees for providing copies and conducting research.

I. DEFINITIONS

The definitions found in C.R.S. § 24-72-202, as amended from time to time, shall apply unless the context clearly requires a different meaning.

II. SCOPE

This policy shall apply to all Public Records of the District.

III. PROCEDURES

3.1 The Official Custodian of records for the District is the District Administrator.

3.2 Persons requesting Public Records shall make formal written requests to the Official Custodian. The Official Custodian will make reasonable efforts to fill such requests within a reasonable time. A reasonable time shall be presumed to be three working days or less after the Person's request. Such three day period may be extended to seven business days if extenuating circumstances, as defined in C.R.S. §24-72-203((3)(b), exist. A finding of extenuating circumstances will be communicated to the Person in writing within three business days after the Person's request.

IV. FEES AND COSTS

4.1 Reasonable fees will be charged for copies of Public Records to cover the actual costs of reproduction. Payment shall be made by CASH or MONEY ORDER only. The fees are:

- \$0.25 per page for letter-sized copies
- Actual cost of reproduction for copies in formats other than letter-sized copies
- \$30 per hour for research, except that the first hour of research will not be charged

4.2 A time-log, describing the time spent responding to a request, will be maintained for staff time in excess of one hour.

4.3 If, in response to a specific request, the District performs a manipulation of data so as to generate a record in a form not used by the District, a fee equal to the lesser of \$30/hour or the actual cost of manipulating the data and generating the record in accordance with the request will be charged. Persons making subsequent requests for the same or similar records may be charged a fee not in excess of the original fee.

4.4 If the Public Record is a result of computer output other than word processing, the fee for a copy, printout, or photograph thereof may be based on recovery of the actual incremental costs of providing the electronic services and products together with a reasonable portion of the costs associated with building and maintaining the information system, which fee and costs collectively shall not exceed \$30 per hour. Such fee may be reduced or waived by the custodian if the electronic services and products are to be used for a public purpose, including public agency program support, nonprofit activities, journalism, and academic research. Fee reductions and waivers shall be uniformly applied among persons who are similarly situated.

4.5 The District does not charge for:

4.5.1 Requests from members of the District Board, or other staff performing District business, except that the District will charge the actual costs incurred by the District, up to a maximum amount of \$30 per hour, in making election materials available to incumbent officials who are running for office to ensure equal treatment of all candidates.

V. DENIAL OF ACCESS

Colorado law, including C.R.S. § 24-72-204, sets out categories of records that are not open to public access, and categories of records to which access may be denied by the Official Custodian. Access to records may be denied as set out in the Act or other applicable law.

Castle Pines Metropolitan District

REQUEST FOR PUBLIC RECORDS

Date and Time of Request:

Date of Request _____

Time of Request _____

Applicant Contact Information:

Name _____

Address _____

City, State, ZIP _____

Email _____

Telephone _____

Please describe with specificity the Public Records you are requesting:

Please describe the format in which you would like to receive materials:

- Letter-size copies
- Electronic (CD or DVD)*
- Electronic (email)*
- Other (specify) _____

- View Only (no copies) *Note that appropriate personnel may be scheduled to accompany you during viewing*

** Not all documents are available in electronic format. Additional fees may apply to requests that take more than one hour to process.*

By signing this request, the Applicant acknowledges that, pursuant to Article IV of the District's Policy and Procedures Regarding Access to Public Records, fees will be charged for copies requested, and additional fees may be charged for staff time filling this request if more than one hour of research is necessary to locate documents or to prepare them for release.

In the event the District denies your request, the District will provide the basis for the denial to you in writing.

Applicant's Signature: _____

DISTRICT STAFF USE ONLY:

Response Details

Date _____
Time _____
By _____
Format _____

SUMMARY OF CHARGES

Charge:	Qty	x Price	Total
Standard copies	_____	x \$0.25/copy	_____
Non-standard copies	_____	x _____	_____
Media (CD, DVD, etc.)	_____	x _____	_____
Staff Time > 1 hr.	_____	x \$30/hr.	_____
		GRAND TOTAL	_____