

# Copper Mountain Consolidated Metropolitan District

Policy 2016-01  
(To Amend and Restate Policy 2014-02)

## AMENDED AND RESTATED POLICY ON RESPONDING TO OPEN RECORDS REQUESTS (CORA Policy)

The Copper Mountain Consolidated Metropolitan District (the “**District**”) Board of Directors fully supports, and complies with, all Federal and State laws relating to the retention, protection and disclosure of District records including, but not limited to, the Colorado Open Records Act, Title 24, Article 72, Part 2, C.R.S. (“**CORA**”), the Health Insurance Portability and Accountability Act of 1996 (“**HIPAA**”), and the Privacy Rule promulgated by the U.S. Department of Health and Human Services which interprets and implements HIPAA.

It is the policy of the District that all public records shall be open for inspection by any person at reasonable times, except as otherwise provided by law. Public records are defined by CORA as all writings made or maintained by the District, regardless of the format or medium of the records, subject to certain exceptions. No records shall be released for inspection by the public if such disclosure would be contrary to the public interest as described in state law or if, in the opinion of the official custodian, disclosure of the contents would do substantial injury to the public interest. By action of the Board of Directors of the District, the District Manager is hereby designated as the official Custodian of Records responsible for the maintenance, care and keeping of all records of the District. The official Custodian of Records shall have authority to designate such agents as he/she shall determine appropriate to perform any and all acts necessary to enforce and execute the provisions of this policy. Upon receipt, requests by a citizen, entity, Federal or State agency, District member, subpoena, Administrative or Court Order, or other legal process, to inspect and/or copy any District record (collectively referred to as a “**Records Request**”) should be immediately sent to the Custodian of Records.

The following are general policies concerning the release of records:

1. Every Records Request shall be submitted to the District’s Custodian of Records in writing and be specific as to the records or information desired and preferred method of delivery.

2. The District’s Custodian of Records may deny the right of inspection of certain records on the grounds that disclosure would be contrary to the public interest as set forth in CRS 24-72-204(2). In addition, the custodian of public records shall deny the right of inspection of certain records, as set forth in CRS 24-72-204(3), except as otherwise provided by law. If any question arises as to the propriety of fully complying with a Records Request, the Custodian of Records shall immediately forward it to the District’s legal counsel.

3. The District's legal counsel shall determine the District's obligations under the applicable Federal and/or State law(s). If the District is permitted to comply with the Records Request in whole or in part, the District's legal counsel will so notify the District's Custodian of Records, who will assemble the disclosable requested documents for inspection and/or copying in accordance with applicable Federal or State law.

4. If the District's legal counsel determines the District is not permitted by Federal or State law to comply with the Records Request in whole or in part, a written response shall be submitted to the party submitting the Records Request stating the legal basis upon which the Records Request in whole or in part is being denied.

5. 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. Inspection of public records shall occur in a manner that will not be disruptive to District operations. Pursuant to CORA, all records must be made available for inspection within three (3) working days, unless extenuating circumstances exist. The deadline may be extended by seven (7) working days if extenuating circumstances exist and the requesting party is notified of the delay within the statutory period. Extenuating circumstances exist if a request is overly broad or the request is for a large volume of records.

6. 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 shall charge a research and retrieval fee of \$30 per hour, and 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. The hourly rate shall be increased from time to time as provided in CRS 24-72-205(6)(b).

7. 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. For purposes of this policy, "copying" includes photocopying and scanning to produce a document that can be emailed in portable document format, or copying and pasting a document into the body of an email, or to create a new Word document that can be emailed as an attachment, or any other method that creates a duplicate copy from an original source.

8. In response to a specific request for records, the District is not obligated to reformat data to generate a record in a form not used by the District.

9. If a request for records requires computer output other than word processing, the District may charge a reasonable fee based on the actual costs of providing the electronic service and product, together with a reasonable portion of the costs associated with building and maintaining the information system.

10. Upon request for records transmission by a person seeking a copy of any public record, the Custodian of Records will transmit a copy of the record by U.S. Mail, other delivery service, facsimile, or electronic mail as soon as practicable. No transmission fees will be charged to the records requester for transmitting public records via electronic mail. Within three days of receiving the request, the Custodian of Records will notify the record requestor that a copy of the record is available but will only be sent to the requestor once the custodian either receives payment or makes arrangements for receiving payment for all costs associated with records transmission and for all other fees lawfully allowed. The Custodian of Records will provide an estimate of the costs and fees that will be charged.

11. 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. Copies shall be made under the continuous supervision of the Custodian of Records or designee. If other facilities are necessary, the cost of providing requested records will be paid by the person making the request.

12. CORA does not require the District to state anything for the record, interpret records or answer questions; it only requires the District to produce public records in response to proper requests for those records and not protected from disclosure.

In addition to the procedures contained in this policy, the District may develop further procedures governing the inspection, copying and transmission of its records as it deems necessary to protect its records and prevent unnecessary interference with District staff responsibilities and District operations.

This policy shall supersede any previous policy related to records requests.

ADOPTED AND MADE EFFECTIVE this 27<sup>th</sup> day of May, 2016.

ATTEST:

Thomas J. Malmgren  
Thomas J. Malmgren  
President of the District

David Steele  
David Steele  
Secretary of the District