



CRESTED BUTTE SOUTH METROPOLITAN DISTRICT

PUBLIC RECORDS POLICY

It is the policy of the Crested Butte South Metropolitan District (the “District”) to make public records available for public inspection in accordance with the Colorado Open Records Act (the “Act”), C.R.S. § 24-72-201, *et seq.* This Public Records Policy (the “Policy”) sets forth the procedures for providing consistent service to persons requesting access to public records and establishes reasonable fees to be paid to the District when providing copies and conducting research in response to requests.

I. Procedures.

- a. The District has determined that the use of an official request form will ensure more efficient handling of public records requests. The Public Records Request Form is attached to this Policy as Attachment 1 (“Request Form”) and must be used by all persons making a public records request with the District.
- b. Persons requesting public records shall make requests by submitting the Request Form either by email to info@cbsouthmetro.net, by mailing it to District Manager/ORC, Crested Butte South Metro District, PO Box 1129, Crested Butte, CO 81224, or by hand delivery at 280 Cement Creek Rd., Crested Butte, CO 81224. Requests shall include enough information so the records being requested can be reasonably identified, including a date or date-range.
- c. Upon receipt of a Request Form, the District will make reasonable efforts to complete its response to the request within a reasonable time. A reasonable time shall be three working days or less after the District receives a properly submitted Request Form during regular business hours. Requests received on weekends, holidays, or after regular business hours are deemed received on the following working day. This three-day period may be extended if extenuating circumstances exist. However, such period of extension shall not exceed seven additional working days. A finding of extenuating circumstances shall be made in writing by the District’s custodian of records and provided to the person making the request within three working days of the District’s receipt of the request. Extenuating circumstances exist for the reasons stated in C.R.S. § 24-72-203(3)(b).

- d. The Act and other laws protect certain records from disclosure, including but not limited to documents described in C.R.S. § 24-72-204. The District will not provide access to such records.
- e. The Act only makes records available that already exist. The District will not create new records to respond to a request. The District will not manipulate or organize data or information to respond to a request.
- f. If requested record is available in digital format, then it must be transmitted by email or if too large for an email, by a mutually agreed upon transmission method. C.R.S. § 24-72-203(3.5)(a)(IV).

II. Fees and Costs.

- a. Reasonable fees permitted by the Act will be charged for the cost to the District to make copies and conduct research to respond to requests. The fees are:
 - i. \$.25 per page for letter-sized copies. C.R.S. § 24-72-205(5)
 - ii. Actual cost of reproduction in formats other than letter-sized paper copies.
 - iii. \$41.63 per hour for research, except that the first hour of research will not be charged. C.R.S. § 24-72-205(6)
 - iv. Actual cost of postage and handling.
- b. The District will provide an estimate of costs to the requesting person prior to incurring such costs if the estimated costs exceed \$50.00. If estimated costs exceed \$50.00, the District will require prepayment from the requesting person before completing the response to the request.
- c. All payments for public records must be made prior to the District providing records in response to the request.

**Attachment A
Public Records Request Form**

The following request is made under the Colorado Open Records Act:

Name: _____ Date: _____ Time: _____ a.m./p.m.

Organization represented (if any): _____

Address: _____

Phone: _____ Email: _____

Description of document(s) requested (be as specific as possible and include dates, type of document, parties involved and other identifying information, attach additional pages if needed):

The District will provide electronic copies of records and deliver them to you via email unless you would like physical copies (which will include copying and mailing charges). If you would like physical copies, mark this box:

When completed, email this form to info@cbsouthmetro.net

For Office Use Only:

Request received by: _____ Date/Time: _____ Estimated Cost \$ _____

Actual Cost:

Copies _____ X 25¢ = \$ _____

Staff hours exceeding one hour _____ X \$41.63 (hourly rate) = \$ _____

Total Cost \$ _____ Amount Paid \$ _____

Date request completed ___ / ___ / ___ By _____