

Policy Adoption

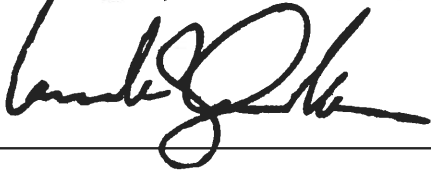
Colorado Open Records Request

Any person may make a written, reasonable request to the Teller-Park Conservation District for copies of specific records that are eligible, or make an appointment at a reasonable time to inspect records that are eligible, according to the Colorado Open Records Act (CORA).

Requested records are due to the requestor within three (3) business days unless extenuating circumstances apply and, then, within seven (7) business days. Exempt files include: personnel files—including employee address, telephone number, and financial information—and Executive Session meeting minutes.

The cost to copy standard documents (8.5 x 11 inches) is .25 per page. Actual costs will apply for maps, oversize pages, and other documents, as well as for mailing documents to requestor—all determined by vendor used to provide these services. The cost to research and retrieve requested documents over one hour is \$33.58 per hour. A deposit may be required for large record requests, and total payment must be received prior to releasing records to the requestor.

A RESOLUTION TO ADOPT THIS AS THE COLORADO OPEN RECORDS ACT (CORA) POLICY FOR THE TELLER-PARK CONSERVATION DISTRICT, NAMING THE CURRENT BOARD SECRETARY AS CUSTODIAN OF RECORDS, WAS ADOPTED THIS 14th DAY OF June, 20123.



Laurie Glauth
President, board of supervisors



ATTEST:

Rebecca Pruitt
Secretary, board of supervisors