**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 is $30 per hour. A deposit of $30 is required for large record requests, and total payment must be received prior to releasing records to the requestor.

Fees for copying documents will increase July 1, 2019, and every July 1 every five years thereafter.

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 \_\_\_\_\_\_\_\_\_ DAY OF \_\_\_\_\_\_\_\_\_\_, 2016.

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T. Lee Willoughby
President, board of supervisors

ATTEST:

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Elaine Kist
Secretary, board of supervisors