

Colorado Open Records Request Procedures

Evergreen Park & Recreation District Evergreen, Colorado

Procedures for Making and Responding to Requests for Information to Evergreen Park & Recreation District under the Colorado Open Records Act (CORA)

- 1) These procedures apply to all requests, submitted pursuant to C.R.S. 24-72-201 *et seq.*, to inspect public records in the custody or control of Evergreen Park & Recreation District. Those requests must be submitted in accordance with the policy of Evergreen Park & Recreation District.
- 2) All requests to inspect public records must be submitted in writing to the official custodian. Request made to any person other than the proper custodian will not be accepted.
- 3) Requests may be mailed or sent via facsimile. **Requests made via electronic mail will not automatically be accepted.** The **custodian**, *at the custodian's sole prerogative*, may accept requests sent via e-mail upon request. If a request is sent via e-mail to anyone other than the custodian, it will not be considered as received by the District and the statutory time for response to the requests will not begin until a confirmation has been sent by the custodian.

Note: The reason for this rule is, due to spam filters and inactive or incorrect e-mail accounts, the District cannot guarantee that the custodian has received an electronic mail request.

- 4) All requests for records **must** be specific as to the records sought and the relevant dates. Requests for correspondence must identify the parties to the correspondence. For any request that is vague or broadly stated the custodian may require the requester to provide a more specific request.
- 5) If a requester is unable to identify the specific documents sought, the requester is encouraged to contact the District at 720-880-1020 in advance of submitting a request for assistance in providing the requisite specificity.
- 6) The custodian is not required by the Open Records Act to construct or create a record that does not exist.
- 7) Time for response to records requests shall be as follows:
 - a. The normal time for production shall be three working days, beginning on the first business day after the request is received.
 - b. Such period may be extended upon determination by the custodian that extenuating circumstances exist. Such period of extension shall not normally exceed **seven** working days. The requester shall be notified of the extension within the three-day period.
 - c. Time periods will be calculated without including the date on which the custodian receives any request.
- 8) Requests to inspect records will not take priority over the regular work activities of District employees.
- 9) Charges for copies of requested records shall be as follows:

- a. The normal cost for requested documents shall be \$0.25 per standard black and white page (\$0.25 per standard color page) or, for documents in non-standard formats, the actual duplication costs.
 - b. The cost for Research and Retrieval time shall be \$33.58 per hour. Charges shall not be imposed for the first hour of research and retrieval of public records.
 - c. Records provided at cost of duplication include, but are not limited to: photos, documents larger than 8 ½" x 11", and discs.
 - d. At the custodian's prerogative, in lieu of the fee set forth in paragraph 9.a, the requester may be charged a reasonable retrieval fee based on the *actual* cost of responding, including employee time, or gathering, preparing, and copying requested documents.
 - e. If records are readily available, the Board of Directors, or their designee, may waive the charge or may charge a lesser amount per page for copies.
- 10)** If charges are expected to exceed \$0.25, or if a retrieval fee based on the actual cost of responding is to be charged, the custodian will provide the requester with an estimated of the cost of responding prior to responding and may require a deposit. If the requester wishes to proceed once receiving an estimate, he or she must respond in writing. By responding in writing, the requester agrees to pay all fees associated with responding to the request. The time between the date of the custodian's estimate and the receipt by the custodian of a written request to proceed will not be counted against the time period set forth above.
- 11)** If the requester wishes to inspect available records in advance of receiving copies, such inspection shall be by appointment only during ordinary working hours. Such inspection must be supervised by a District representative and the requester may be charged for the employee time associated with such inspection.



Evergreen Park & Recreation District
 Administrative Office
 1521 Bergen Parkway
 Evergreen, CO 80439
 (720) 880-1010

Public Records Request Form

If the records are available pursuant to C.R.S. 24-72-201 et seq., the records shall be made available for viewing within three working days. The date of receipt is not included in calculating the response date. If extenuating circumstances exist so that the Custodian cannot reasonably gather the records within the three-day period, the Custodian may extend the period by up to seven working days. The requester shall be notified of the extension within the three-day period.

Public records shall be viewed at 1521 Bergen Parkway, Evergreen, Colorado 80439, on regular business days at prearranged times. After viewing the document(s), photocopies may be requested for \$0.25 per standard black and white page (\$0.25 per standard color page). In addition, the requester may be charged a research and retrieval fee as outlined in the Colorado Open Records Request, Evergreen Park & Recreation District document.

All charges must be paid by the time the request for photocopies is released, and must be picked up in person.

Requester Name:		Date:
Mailing Address:		
Phone Number: ()		
Signature:		Phone:
Detailed Description of Records Requested: <i>* When asking for records that cover only a particular period of time, such as last year or a specific month, identify that time period</i> <i>* If the document name is unknown, provide brief, but specific description of the document or information requested</i>		
FEE SCHEDULE:		
Copies (black/white)	\$0.25/page	A page is defined as one side of one page up to a paper size of 8.5" x 11"
Copies (color)	\$0.25/page	
Research and Retrieval	\$33.58/hour	Charges shall not be imposed for the 1 st hour of research and retrieval of public records
Records provided at cost of duplication (i.e. photos, discs, documents larger than 8.5" x 11")	Varies	Charge is based on EPRD's cost to produce
FOR INTERNAL OFFICE USE:		
Date Request Completed:	Amount Prepaid:	\$ _____
Approved: _____ Denied: _____	Bal. Due Before Release:	\$ _____
If Denied, provide reason(s):	Total Amount Paid:	\$ _____

Custodian of Records Signature: _____ Date: _____