PARACHUTE/BATTLEMENT MESA PARK AND RECREATION DISTRICT

OPEN RECORDS REQUEST FORM AND FEE SCHEDULE

INSTRUCTIONS TO REQUESTOR

Parachute/Battlement Mesa Park and Recreation District (District) complies with public records inspection requests in compliance with the Colorado Open Records Act, Article 72 of Title 24. The Act provides that "all public records are open for inspection by any person at reasonable times," unless otherwise provided by the Act itself or other law.

All Requestors are encouraged to review the District's Open Records Policy located on the District's website at www.pbmprd.org. Requestors are advised that the District is not obligated to act upon a public records request unless and until such request meets the requirements of the District's policy. Please note that certain information may be made available through an informal request, which can save the Requestor and the District both time and money. The District is not under any obligation to provide information in response to an informal request, and any such request may be declined.

If public records requested are not in the custody or control of the District, the Requestor shall be notified of this fact. Such notification will be in writing only if the Requestor requests written notification. Such notification shall state, to the best of the responding District employee's knowledge and belief, the reason for the absence of the records, the location of the records, and who has custody or control of the records.

If the requested records are in active use, in storage, or otherwise not readily available at the time of inspection, the District shall notify the Requestor. Such notification will be in writing only if the Requestor requests written notification. If the Requestor further requests, the District shall set a date and time at which the records will be available for inspection, which shall be within a reasonable time after the request.

No public record shall be made available for inspection if such inspection would be contrary to state statute, federal statute, or regulation, or Supreme Court rule or court order.

Not all records within the custody or control of the District are available for inspection as public records, either because the documents do not meet the statutory definition of public record or because the record is excepted from the disclosure requirements. Examples of records exempted from disclosure include personnel files as defined by CORA, health information protected by applicable law, names, addresses, telephone numbers, and personal financial information of users of District public facilities and recreational services, privileged legal advice from the District's legal counsel, specialized details of security arrangements or critical infrastructure protected under CORA, and other privileged information. If access to any public record is denied, the District will provide a written statement of the grounds for denial only if requested by the Requestor.

For hard copies of records, the District will charge a fee of $0.25 per 8.5 x 11-inch page

and a fee not exceeding the actual cost of providing a copy in a nonstandard page size or format, plus applicable data manipulation costs. The District will not charge a per-page fee for records in a digital or electronic format or a transmission fee for records sent by email. However, no outside media collection devices such as external hard drives or universal serial bus (USB) drives will be introduced into the District's computer system for purposes of copying and/or providing records.

When information gathering, printing, retrieval of a document, or manipulation of data requires research, labor, presence, or travel time, the District may assess applicable charges to the extent authorized by CORA and the District's Open Records Policy. Research-and-retrieval fees will be assessed at $41.37 per hour after the first hour of research and retrieval, for which no charge will be imposed, plus all applicable copying charges and other authorized fees.

Records will not be transmitted until the District receives payment or makes arrangements for payment of all applicable fees and costs as provided in C.R.S. § 24-72-205(1)(b). Advance deposits shall be required in accordance with the District's Open Records Policy. Applicable fees or deposits may be paid by methods accepted by the District, including credit card or electronic payment where required by C.R.S. § 24-72-205(7). The District requires a Requestor to pay any service charge or fee imposed by a credit card or electronic payment processor in accordance with C.R.S. § 24-72-205(7).

Questions on the disclosure of records should be directed to dchoate@pbmprd.org.