PARACHUTE/BATTLEMENT MESA PARK AND RECREATION DISTRICT

POLICY ON RESPONDING TO RECORDS REQUESTS

The Parachute/Battlement Mesa Park and Recreation District (District) fully supports, and complies with all Federal and State laws relating to the retention, protection and disclosure of District records including, but not limited to, the Colorado Open Records Act, Title 24, Article 72, Part 2, C.R.S. (CORA). The District's Board of Directors adopts this policy to provide procedures for how people and organizations may inspect and copy public records maintained by the District.

The District's policy is that all public records, as defined by CORA, shall be open for inspection by any person at reasonable times which do not interfere with the regular discharge of the duties of the District, except as otherwise provided by law. CORA defines a "public record" to include most writings made, maintained, or kept by the District in connection with its official activities. *See* § 24-72-202(6), C.R.S. The District will make a good faith effort to respond to requests to inspect public records while ensuring that it redacts or withholds certain confidential, protected, or exempted information based on criteria set out in §§ 24-72-202 and -204, C.R.S.

Pursuant to the Colorado Special District Act, § 32-1-902(1), C.R.S., the Secretary of the District is responsible for maintaining records of the Board's proceedings, meeting minutes, certificates, contracts, employee bonds, and other corporate acts. The Board designates the District Manager as the official custodian of District public records for purposes of CORA and authorizes the District's General Counsel to assist in administering and responding to requests for inspection and copying of such records. A request for inspection and/or copying of District records is herein referred to as a "Records Request."

The following policies apply to any Records Request:

1. Format of Records Request

1.1. Anyone making a Records Request (a "Requestor") shall submit it to the District Manager in writing using a designated form provided by the District as approved by the District Manager. The District will not accept Records Requests verbally or in any other written form.

1.2. The District will maintain and make available a designated Records Request form on the District's website and at the District's office.

1.3. A Requestor may submit a completed Records Request form in physical form to the District's office or in electronic form to an email address designated on the District's website.

2. Scope of Records Request

2.1. All Records Requests shall be specific as to the information desired.

2.2. Broad, general requests may cost the Requestor more due to the staff time required to fulfill these requests. The District encourages Requestors to narrow their Records Request by identifying specific search terms, dates, purposes, District departments, and personnel files so that the District can limit the time and resulting expense for the Records Request.

2.3. The District may, but need not, contact the Requestor to attempt to clarify or narrow a Records Request. Requestors may choose to provide phone and e-mail contact information to facilitate communication regarding the Records Request for this purpose.

2.3.1. The District will not suggest search terms or parameters and does not create new records in response to a Records Request.

2.3.2. If a Requestor revises a Records Request, the Requestor must resubmit the revised Records Request in writing and the statutory time limit will begin at submission of the revised Records Request.

3. Procedure and Schedule

3.1. The District Manager may designate one or more of District employees or General Counsel who shall be responsible for researching, compiling, copying, and providing the records that are responsive to a Records Request.

3.1.1. References in this Policy to the District Manager shall include assigned designees.

3.1.2. The District Manager may set the time during normal office hours and the place for inspection of records and require that a designated employee be present during examination of records.

3.2. Pursuant to CORA, the District must make records available for inspection within three (3) working days, unless extenuating circumstances, as defined by CORA, exist.

3.2.1. The District may extend this deadline by seven (7) working days if extenuating circumstances exist and the District notifies the Requestor in writing of its finding identifying the extenuating circumstances within the initial three-day period. This extension shall not apply to a Records Request concerning a single, specifically identified document.

3.2.2. In calculating these deadlines, the following guidelines shall apply:

3.2.2.1. The District's business day ends at 5:00 p.m. The District's deadline to fulfill any Records Request received after 5:00 p.m. does not begin to run until the next business day the District's offices are open.

3.2.2.2. The District's business days exclude federal and state holidays, Saturdays, Sundays, and other dates on which the District closes its offices. The District's deadline to fulfill any Records Request received on such date does not begin to run until the next business day the District's offices are open.

3.2.2.3. The District will not count the day it receives a Records Request in the time the District has to respond to it, pursuant to section 2-4-108, C.R.S.

3.2.2.4. The District may put the time for fulfilling broad, general, or ambiguous Records Requests on hold while it attempts to communicate with the Requestor to narrow or clarify the Records Request.

3.2.2.5. The District's deadline to fulfill a Records Request does not begin to run until the business day after the Requestor pays any deposit required under this policy to the District.

4. Restrictions on Disclosure

4.1. The District will only allow inspection of those documents permitted by CORA.

4.2. If any question arises as to the propriety of complying with a Records Request, the District Manager shall immediately forward it to the District's General Counsel.

4.3. General Counsel shall determine the District's obligations under CORA and any other applicable laws and advise the District Manager accordingly.

4.4. If General Counsel determines the District is not permitted by applicable law to comply with the Records Request in whole or in part, General Counsel shall assist the District Manager in preparing and providing a written response to the Requestor stating the legal basis upon which the Records Request in whole or in part is being denied.

5. Fees and Costs

5.1. The District will provide paper copies of requested records at a cost of $0.25 per page for documents in standard size and format. The District will charge the actual cost of production for a copy, printout, or photograph of a public record in a format other than a standard page size and format.

5.2. Additionally, the District will charge a fee of $41.37 per hour for every hour after the first hour spent by its employees researching and retrieving records in response to a Records Request, as allowed by 24-72-205(6) C.R.S.

5.2.1. The District will provide the requestor with an estimate of the time required to fulfill the Records Request before beginning the work necessary to produce the requested records. Should the required time exceed any estimate, the District will provide such additional estimates of time as required to complete the Records Request before continuing work to produce the requested records.

5.2.2. The Requestor must pay an advance deposit of the cost for any estimated time required to fulfill the Records Request greater than one hour before the District will begin, or continue if applicable, researching and retrieving the requested records. The District will refund any deposit that exceeds the actual statutorily allowed cost.

5.2.3. The $41.37 hourly research and retrieval fee will automatically adjust for inflation pursuant to 24-72-205(6) C.R.S. or successor statute, every 5 years. The next statutory adjustment will occur on July 1, 2029.

5.2.4. Any fee charged for the research and retrieval will be the same for all requesting parties, whether the person requesting the records is an individual, a representative of the media, a public or private entity, or a for-profit or nonprofit entity.

6. Multiple, Duplicative or Voluminous Records Requests

6.1. If the District receives multiple or voluminous Records Requests, from either one or multiple individuals, that require extensive amounts of staff time and which would interfere with District operations, it may limit allocation of staff time to Records Requests to avoid interference with regular District operations. The District will manage such Records Requests in the order received.

6.2. In addition, the District may consolidate multiple or duplicative Records Requests with the same or similar terms from one requestor as it determines necessary. Once consolidated, the District will assess statutorily allowed fees for the staff time necessary

to review and respond to the consolidated request and will calculate the statutorily imposed deadlines from the date of submission of the last Records Request that is so consolidated.

6.3. If the District receives duplicative Records Requests from multiple requestors, it may likewise choose to consolidate the requests and publish the requested information on a publicly available website and direct the requestors to that website. Once consolidated, the District will assess statutorily allowed fees for the staff time necessary to review and respond to the consolidated request and will calculate the statutorily imposed deadlines from the date of submission of the last Records Request that is so consolidated.

7. Abandoned Requests

7.1. If the District attempts to contact a requestor to clarify a Records Request, discuss the scope of a Records Request, or obtain payment of a deposit to begin work on a Records Request and the requestor does not respond within ten (10) business days, the District will deem the request as abandoned and will close the request.

7.2. The District will hold records assembled in response to a Records Request for no more than ten (10) business days after it has notified the requestor that the records are available. The holding period may be shorter for physical records which the District needs to use for its operations. If the requestor fails to inspect or pick up the records within this time, the District will consider the Records Request abandoned and will close the request.

7.3. The District will process a request to re-open a closed request as a new request.

8. The purpose of this policy is to implement and supplement the procedures set forth in CORA for responding to Records Requests. The District will follow the procedures and charge the fees set forth in CORA and other applicable laws for processing and responding to Records Requests, as supplemented by the procedures set forth in this Policy. If any provision of this Policy conflicts with CORA or other applicable laws, the provisions of CORA or the other applicable laws shall control. This Policy shall supersede any previous policies of the District related to public records requests.

Adopted October 19, 2026