RESOLUTION NO. 2026-05
RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SPANISH PEAKS-PURGATOIRE RIVER CONSERVATION DISTRICT ADOPTING A COLORADO OPEN RECORDS REQUEST POLICY

WHEREAS, the Spanish Peaks-Purgatoire River Conservation District (the "District") is a special district in the State of Colorado;

and WHEREAS, the Board of Supervisors of the District (the "Board") recognizes a need for a comprehensive records retention schedule for the District's non-permanent records and the retention of those records that have long-term administrative, fiscal, and historical value;

and WHEREAS, pursuant to C.R.S. § 24-80-101 et seq., the Colorado State Archives has developed a statewide records retention schedule in cooperation with the Special District Association, the Colorado Attorney General's Office, and the State Auditor's Office for special districts and other governmental entities to use and follow;

and WHEREAS, the Board has previously adopted RESOLUTION NO. 2026-02 ADOPTING THE COLORADO RETENTION MANUAL;

and WHEREAS, the Board has determined that it is appropriate to designate an official custodian of the District's records for the purpose of storing, maintaining, and protecting such records in accordance with state statute and to permit their inspection in an orderly and timely fashion;

and WHEREAS, C.R.S. § 24-72-200.1 et seq., (Colorado Open Records Act or CORA) requires that public documents and records be made available upon request to members of the public unless protected by an exception and allows for public entities such as special districts to charge a reasonable fee for copying such documents and for any extra work that is required to research and retrieve requested documents;

and WHEREAS, the Board has determined that it is appropriate to adopt policies regarding CORA requests for documents and a fee schedule for the copying and retrieval of such documents.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD AS FOLLOWS:

Section 1. The Board designates the District Manager as the Official Custodian of public records as such term is used in C.R.S. § 24-72-202.

Section 2. All District records are public records and shall be available for public inspection as set forth in the Spanish Peaks-Purgatoire River Colorado Open Records Request Policy (CORA) outlined in Attachment A which may be amended from time to time by the Board, the Official Custodian or his or her designee, unless prohibited by the exceptions of Part 2 of Title 24,

ATTACHMENT A

Spanish Peaks-Purgatoire River Colorado Open Records Request Policy (CORA)

Any person may make a written reasonable request to the Custodian of Records for copy(ies) of specific records that are eligible, or, make an appointment at a reasonable time to inspect specific records that are eligible according to the Colorado Open Records Act (CORA). Requested records are due to the requestor within 3 (three) working business days unless extenuating circumstances apply, and, then within 7 (seven) working business days. Working business days are days the Custodian of Records is scheduled to work. Exempt files include: Personnel files of employee's address, telephone number and financial information, and Executive Session meeting. Other files may be exempt pursuant to CORA.

There will be a charge of .25 (twenty-five cents) per page for copying for standard sized pages (8 ½ " x 11"). Actual cost charges will apply for maps, oversized pages, duplication of COs, audio recordings, flip drives, etc. If digital documents are readily available, they will have no per copy cost. There will be a charge of $41.37 per hour (1st hour free) for research and retrieval of requested records. Deposit of $41.37 required for large record requests, with total payment due before records are released.

Records will be sent to the requestor via best way determined by the Custodian of Records.

Fees will go up with the Colorado "state-adjusted rate" or as costs rise.

Article 72, C.R.S. Inspection shall be permitted during normal hours, Monday through Friday, except on holidays, at a time set by the Official Custodian.

Section 3. No person shall be permitted to inspect or copy any records of the District if, in the opinion of the Official Custodian after consultation with the District's general counsel, such inspection or copying would be prohibited by one or more exceptions set forth in the Colorado Open Records Act. Section 7.

Now, therefore, be it resolved by the Board of Directors of the Spanish Peaks-Purgatoire River Conservation District, that it hereby adopts a Colorado Open Records Request Policy (CORA), and authorizes the District Manager to act as the Official Records Custodian on behalf of the District.

Approved and Adopted by the Board of Directors of the Spanish Peaks-Purgatoire River Conservation District this 6th day of August, 2026.

BY:

Bill Wilson

Board President

ATTEST:

Lori Chatterton

District Manager