

**RESOLUTION OF THE BOARD OF DIRECTORS
OF THE
WESTGLENN METROPOLITAN DISTRICT**

Colorado Open Records Act Rules and Policy

WHEREAS, the Westglenn Metropolitan District (the “**District**”) is a quasi-municipal corporation and political subdivision of the State of Colorado located in the County of Jefferson, Colorado; and

WHEREAS, as a governmental entity, the District is subject to and required to comply with the Colorado Open Records Act, §§ 24-72-200.1 to – 206, C.R.S. (“**CORA**”); and

WHEREAS, CORA permits the adoption of policies specifying the applicable conditions concerning the research and retrieval of public records, including the imposition of a research and retrieval fee; and

WHEREAS; to provide guidance to persons who submit requests for public records to the District pursuant to CORA, the District desires to adopt an updated policy regarding requests for public records and the research and retrieval fees that apply when responding to CORA requests; and

NOW THEREFORE, be it resolved by the Board of Directors of the Westglenn Metropolitan District as follows:

1. The Board approves and adopts the “Policy Regarding Requests for Public Records – Research and Retrieval” attached as Exhibit A to this resolution (“**CORA Policy**”).
2. The CORA Policy adopted pursuant to this resolution shall supersede in their entirety any and all prior Colorado Open Records Act policies of the District.

APPROVED AND ADOPTED this 27th day of June, 2014.

WESTGLENN METROPOLITAN DISTRICT



James M. Sullivan, President

Attest:



Michael R. Seeley, Secretary

Exhibit A

**POLICY REGARDING REQUESTS
FOR PUBLIC RECORDS – Research and Retrieval**

Requesting Public Records

To request public records, contact Seter & Vander Wall, P.C. at 303-770-2700 who will identify the designated custodian for the requested records. Records requests must be in writing and directed to the designated custodian of records. General emails to the District (or inquiries on the District’s website or social media sites) will not be treated as records requests under CORA. Requests must be submitted to and received by the designated records custodian.

All requests must contain the following information:

- Description of the records being requested. Describe the request as specifically as possible. If you are uncertain about which records contain the information you are seeking, provide a description of the type of information you are searching for, including date ranges.
- If photocopies or electronic copies are being sought, your contact information and preferred method of delivery of the records.

Limitations

The District will only produce those documents as permitted by CORA. Documents that are prohibited from disclosure under CORA will not be released.

Fees and Costs

Fees for research and retrieval of public records may be imposed at the discretion of the records custodian as follows:

1 st Hour	-	No Charge
More than 1 Hour	-	\$30/hour

Hourly research and retrieval fees may be adjusted for inflation pursuant to C.R.S. § 24-72-205(b). Other fees may be imposed at the discretion of the records custodian consistent with the provisions of CORA.