



DISTRICT POLICY

Effective: 10/17/12

Approved By: CRGerali

TOPIC: COLORADO OPEN RECORDS ACT POLICY

SUMMARY: Metro District employees will comply with State public policy regarding Colorado Open Records Act requests to inspect or copy the District's records, while protecting the integrity of the District's records and meeting the needs of the District.

INTRODUCTION

Under the Colorado Open Records Act (C.R.S. § 24-72-201 *et. seq.*) (CORA), it is the public policy of the State of Colorado that all public records shall be open for inspection by any person at reasonable times, except as provided by law.

The purpose of this policy is to ensure the CORA requests received by the Metro District are handled in a consistent manner regardless of the person or department responding to the request.

The Metro District's Records Management Administrator is the Custodian of the District's public records. Any person or persons wishing to view the records must request an appointment with the District's Custodian or his/her designee and abide by the District's *Procedures For Responding to Open Records Act Requests*.

GENERAL POLICIES

The following policies have been developed in accordance with the CORA:

1. The Metro District shall respond to and charge for all requests from similarly situated individuals and entities in the same manner.
2. The Metro District will provide one copy of District governing/informational documents, such as the District's *Service Contract* and the *Rules and Regulations*, free of charge to requesters. To assist staff, the District compiled a list of documents falling within this category, as presented on the attached Exhibit: *Current Governing/Informational Documents to be Provided Free of Charge upon the First Request*. At its sole discretion, the District reserves the right to amend the Exhibit and/or stop the free distribution of any document identified on the Exhibit.
3. The Metro District will provide a reasonable number of copies of educational and promotional materials, such as brochures and videos, free of charge to requesters.

4. In order to promote the Metro District's objectives and purposes, the District has determined it is necessary or desirable to provide or exchange records with the following entities free of charge, as a cost of doing business:
 - a. Individuals, businesses, and organizations under contract with the District;
 - b. Public or private entities seeking information regarding the location of District facilities, such as the Line Locate program;
 - c. Other wastewater treatment facilities;
 - d. Member Municipalities and Special Connectors of the District;
 - e. Members of the District Board of Directors;
 - f. Other governmental entities; and
 - g. Agencies and organizations, such as the National Association of Clean Water Agencies, Water Environmental Federation, Water Environment Research Foundation, and the like, of which the District is a member or with which the District has significant common interest.
5. If in the judgment of the Metro District, an entity identified in paragraph 4 above is seeking to inspect or copy records relating to ongoing, threatened, or potential litigation against the District, the District may, at its discretion, assess its normal charges to that entity for records relating to the litigation. Records not related to the litigation will still be provided to the entity free of charge.
6. All other requests for inspection or copying of Metro District records will be handled under the District's "*Procedures for Responding to Open Records Act Requests.*"

PROCEDURES FOR RESPONDING TO OPEN RECORDS REQUESTS

The Metro District may from time to time update the *Procedures for Responding to Open Records Act Requests* which are to be followed for all CORA requests for inspecting or copying District records.

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METRO WASTEWATER RECLAMATION DISTRICT

EXHIBIT

CURRENT GOVERNING/INFORMATIONAL DOCUMENTS

TO BE PROVIDED FREE OF CHARGE UPON THE FIRST REQUEST

**(Pursuant to General Policy No. 2 of
the Metro District's Colorado Open Records Act Policy)**

October 17, 2012

- Annual Budget for the Calendar Year
- Annual Financial Statement for the Previous Year
- Board Bylaws
- District Fact Sheet
- District Media Backgrounder
- Hauled Wastes Information Packet - Routine
- Hauled Wastes Information Packet - Non-Routine
- METROGRO Informational Packets
- Rules and Regulations
- Service Area Maps
- Service Contract