



# METRO POLICY

Effective: 7/1/2025

Approved By: M. Conway

**Topic: COLORADO OPEN RECORDS ACT POLICY**

**Summary: Metro Water Recovery (Metro) is committed to providing transparent access to public records in compliance with the Colorado Open Records Act while maintaining the security of its records and supporting operational continuity.**

## 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 Metro are handled in a consistent manner regardless of the staff involved in responding to the request.

Metro's Records Management Administrator is the Custodian of Metro's public records. Public inspection of Metro's public records is managed in accordance with Metro's *Standard Operating Procedure 12 – Responding to Open Records Act Requests* (SOP 12). Any individual wishing to inspect the records must request an appointment with the Custodian or designee and comply with SOP 12.

## GENERAL POLICIES

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

### 1. Equal Treatment

Metro will respond to and assess charges for CORA requests using consistent standards and procedures for all requesters.

### 2. Frequently Requested Records

To improve public access and administrative efficiency, Metro maintains a list of frequently requested records with direct download links on its website's CORA page. These records include at a minimum Metro's Rules and Regulations, Service Contract, and informational packets. When these records are requested through formal CORA procedures, standard processing fees apply. Metro may update this list at any time to better serve public information needs.

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### **3. Fee Exemptions for Partner Organizations**

To support Metro's mission and operational partnerships, Metro may choose in its sole discretion to provide the following entities records at no charge as part of normal business operations:

- a. Contractors and business partners working with Metro;
- b. Utilities and organizations requesting Metro facility location information for safety and coordination purposes;
- c. Other wastewater treatment facilities for professional collaboration;
- d. Metro's Member Municipalities, Connectors, and Special Connectors;
- e. Metro Board of Directors members;
- f. Federal, state, and local government agencies; and
- g. Professional associations and industry organizations where Metro holds membership or the Chief Executive Officer has identified mutual benefits.

### **4. Procedures for Responding to Record Requests**

For all other records requests, Metro follows the comprehensive procedures detailed in SOP 12 to provide accurate and timely responses. Metro may update SOP 12 at any time to better serve public information needs.