

DENVER SOUTHEAST SUBURBAN AND WATER SANITATION DISTRICT
d/b/a Pinery Water & Wastewater District

POLICY REGARDING REQUESTS FOR PUBLIC RECORDS

Introduction

This document is subject to modifications to the Colorado Open Records Act (CORA), C.R.S. §24-72-201, *et seq.*, or other state statutes, which shall supersede any conflicting provisions in this document.

Record requests will be responded to within three working days. When extenuating circumstances exist, the period shall be extended for an additional seven working days. Requesting parties will be notified of the need for an extension within the first three days.

Requesting Public Records

To request public records, please submit your request to the District's designated records custodian, Heather Beasley, via email to hbeasley@pinerywater.com. 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:

- Your name, organization represented (if any), and contact information.
- Description of the records being requested, including date range, type of document, parties involved, etc. 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 or other state statute(s) cannot be made available to the public.

Fees and Costs

Fees charged by the District will be consistent with the provisions of CORA. The nature of the request will dictate fees and costs. Costs for standard photocopies will not exceed the limit set by CORA (currently \$0.25 per page) unless actual costs exceed that amount.

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

First Hour	-	No Charge
Second and Each Subsequent Hour	-	\$41.37/hour

Hourly research and retrieval fees may be adjusted for inflation pursuant to C.R.S. §24-72-205(6)(b).

If manipulation of data is necessary to produce a record or document in a form not normally used by the District, the District will charge the requesting party the actual cost to manipulate the data and generate the record or document. Such data manipulation may not be required under CORA but may be provided or offered by the District to satisfy a request. Other fees may be imposed at the discretion of the records custodian consistent with the provisions of CORA.

Requesting parties will be notified of the estimated fees and costs, and a deposit towards said fees and costs must be collected from the requesting party before any such costs are incurred by the District. Only actual costs will be charged, and if the estimate exceeded the actual expense of filling the request, the excess will be refunded to the requesting party.