

ANIMAS-LA PLATA WATER CONSERVANCY DISTRICT

BOARD OF DIRECTORS

POLICY NO. 3

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I. PURPOSE

To protect and control District records and to define the method by which the legal obligations of the District to provide public access to its records and requests for information will be handled. The following guidelines are allowed by the Colorado State Archives and Public Records Law, C.R.S. §24-72-203 - 205.

II. POLICY

Requests must be in writing and must be specific as to the information desired.

All requests for information must be directed to the secretary/treasurer of the District.

Records must be viewed under the supervision of the secretary/treasurer or his appointed designee at the District headquarters only and may not be removed from this office.

Records will be retrieved and refiled only by the secretary/treasurer or his appointed designee.

Records may be removed from file folders or places of storage for photocopying only by the secretary/treasurer or his appointed designee.

Photocopies of records will be provided at \$0.25 per page for documents per page in standard size and format.

Information requests will not take priority over previously scheduled work activities of the District.

The District reserves the right to levy a fee for research and retrieval services of \$30 per hour, and no charge shall be made for the first hour of time expended in connection with the research and retrieval of public records. The fee for research and retrieval shall automatically change to be the maximum allowed under the statute, as amended after the date this policy is approved by the District board of directors.

Records are available for public inspection during normal working hours, provided that an appointment has been made with the secretary/treasurer or his appointed

designee at least three (3) business days in advance.

The District may withhold records which contain privileged information or that are protected from disclosure by any other statute or rule of any court.

AUTHORITY: Board Motion 08.07.14