



Title: Records Request Policy

Effective Date: 8.14.19

Review Date: 10/14/20

Definitions: CORA - Colorado Open Records Act

Purpose: The Georgetown Community School (GCS) is committed to transparency and open government. The following policy specifies how the CORA (§ 24-72-201 to 206, C.R.S.) will be applied in a uniform and reliable manner. This policy will help ensure the GCS complies in all respects with CORA and meets all constitutional and statutory duties to the people of Colorado in an orderly and expeditious manner. This policy is not intended to be duplicative of CORA or supersede state law. This policy applies solely to records requests where the GCS maintains custody of public records pursuant to CORA. Other agencies may have different CORA policies.

Policy Statement:

All records requests made of the GCS shall be immediately provided to the School Custodian of Records. The Custodian of Records will be designated, from time to time, by the School Director. No employee of the GCS may modify, redact, or omit any records they are required to provide to the Custodian of Records. Decisions about the applicability of the CORA to particular writings will be made by the Custodian of Records with assistance, if needed, from legal counsel. GCS staff should never assume a document is exempt from CORA and should always consult the Custodian of Records to make a final determination.

The GCS will only accept records requests made in writing or electronically via email or fax. When responding to a records request, the GCS shall make every effort to respond within three working days as required by § 24-72-203(3)(b), C.R.S. The GCS can issue up to a seven working day extension if it finds extenuating circumstances exist, as described in § 24-72-203(3)(b), C.R.S. A request is received by the School the day an email, fax or letter containing a request is opened. The three working day response time begins the first working day following receipt of the request. A request received after 3

p.m. or any day the School is officially closed will be considered received as of the following working day.

The GCS will not create new documents, narrative explanations, or respond under CORA other than to produce existing records. The Custodian of Records or legal counsel will prepare, if needed, redacted copies that remove information on which CORA either forbids disclosure or permits the School to decline to disclose certain information. Upon request, the Custodian of Records will support any redaction with reasons for redaction.

When feasible, the GCS will endeavor to provide electronic copies or files to requestors if such alternative is significantly less burdensome.

Fees for document retrieval, review, copies and release of records

When a request requires the production of more than 25 pages of documents or the use of more than one hour of staff time to locate or produce records — with the exceptions noted below, the GCS will charge the requestor for all copying expenses and reasonable, actual costs associated with staff time in accordance with § 24-72-205(5)(a) & (6)(a) C.R.S. and applicable law.

- The GCS will not charge for providing a parent with one copy of a student's cum file, discipline file, special education file, or other core educational records, if any.
- The GCS will not charge parents or students for duplicate transcripts.
- For all other records, the GCS will keep a record of staff and/or contractor time for researching, retrieving, reviewing and producing records for a requestor. After one of hour of such time, the School will charge a fee of \$30 per hour and may charge \$0.25 per page for hard copies.
- Any costs charged to a requestor shall not exceed the actual cost of producing the records.

For requests where the GCS anticipates more than one hour of staff time will be consumed, the GCS will provide a requestor with advance notice and an estimate of compliance costs. Such costs must be paid in full before the work to produce records is undertaken or completed, unless alternative arrangements have been made through the Custodian of Records.

The format of records produced

The Colorado Open Records Act guarantees that all public records must be open for inspection by any person at reasonable times, except as provided in CORA or as otherwise specifically provided by law (§ 24-72-201, C.R.S.). CORA does not guarantee access to public records in a specific format. When the production or

inspection and review of records in a specific format would interfere with the regular discharge of duties of GCS employees (§ 24-72-203(1)(a), C.R.S.) or otherwise levy an undue burden upon the GCS, the Custodian of Records will determine the appropriate format for the records to be produced. Records maintained electronically may be produced electronically at the GCS's discretion; this may or may not mean records are provided in their native format. The GCS may require that members of the public or press only be allowed to review copies of documents when the Custodian of Records determines that allowing access to originals could interfere with the regular discharge of duties of the GCS or its staff or production of original records could jeopardize the condition of the records.