

**SOUTHWESTERN WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS
POLICY REGARDING PUBLIC ACCESS TO RECORDS**

I. PURPOSE

To determine guidelines pursuant to C.R.S. §24-72-203 – 205, Colorado Public Records Act, whereby the District shall provide public access to its records and will review requests for information. The following guidelines are adopted by the Board of Directors for the Southwestern Water Conservation Board for public access to District records:

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 custodian of the records of the District.

Records must be viewed under the supervision of the custodian of the records 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 custodian of the records or his appointed designee.

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

Photocopies of records will be provided at \$0.25 per standard page or a fee not to exceed the actual cost of providing a copy, printout, or photograph of a public record in a format other than a standard page.

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 \$33.58 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 custodian of the records 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 9.23.1996, Amended 4.2.1998, 2.7.2008, 8.13.2014, 4.2.2020