

FOUR MILE FIRE PROTECTION DISTRICT

RULES AND POLICY PERTAINING TO THE INSPECTION AND COPYING OF RECORDS PURSUANT TO THE COLORADO OPEN RECORDS ACT

1. It is the policy of the Four Mile Fire Protection District (hereinafter "District") that all public records shall be open for inspection by any person as set forth herein, except as provided by law, and in accordance with the Colorado Open Records Act, § 24-72-201, et seq., C.R.S. These rules and policy are made pursuant to said Act.
2. Only those records allowed by said Act to be inspected and/or copied may be inspected and/or copied and only as provided by said Act.
3. The Board of Directors of the District shall appoint an Official Custodian of the Records ("Custodian"). The Custodian shall have authority to designate such agents as he or she determines to be appropriate to perform any and all acts necessary to enforce and execute the provisions of this policy.
4. A request by any person, entity, federal or state agency, subpoena, administrative or court order, or other legal process, to inspect and/or copy any District record (collectively referred to as a "Records Request") shall be considered received by the Custodian when submitted in the written format attached hereto as Exhibit A and accompanied by a deposit in an amount to be determined by the Custodian.
5. If any question arises as to the propriety of fully complying with a Records Request, the Custodian shall, at his or her discretion, forward it to the District's legal counsel for resolution. If legal counsel determines that the District is permitted to comply with the Records Request, the Custodian shall proceed with processing the records request. If legal counsel determines that the District is not permitted to process a Records Request, a written explanation shall be provided to the requesting party.
6. Inspection of the District's records shall be made in the presence of the Custodian or the designated agent of the Custodian at such time as is mutually convenient for the person requesting such records and the Custodian or the designated agent of the Custodian.
7. Inspection of the records shall be made only in the place where the records are kept, which is currently the Poorman Fire Station for most of the District's records.
5. No records shall be removed from the place where they are normally kept by anyone except authorized District personnel.
6. Copies of the District's records shall be made only by the Custodian or by persons authorized to do so by the Custodian.

7. Anyone granted the right to inspect the District's records will also be furnished copies of the same as requested at a cost not to exceed \$0.25 per page in standard page size (8 1/2" by 11") and format. The charge for providing a copy, printout, or photograph of a public record in a format other than a standard page will be assessed at the actual cost of production. Additionally, in cases where the location or existence of specific documents must be researched and the documents must be retrieved, sorted, or reviewed for applicability to the request, and where such process requires one or more hours of time, the District may charge a "research and retrieval fee" not to exceed \$30.00 per hour. No charge shall be made for the first hour of time expended in connection with the research and retrieval of public records. A deposit to cover the "research and retrieval fee," determined by the Custodian to be a reasonable estimate of the costs incurred in researching, retrieving, sorting, or reviewing for applicability to the request shall be collected by the Custodian prior to any inspection or copying of the District's records.

EXHIBIT A
Request to Inspect and/or Copy Records of the
Four Mile Fire Protection District

Person or Entity Requesting Records:

Name:

Address:

Phone:

E-mail:

Description of each document or piece of information being requested and whether you would like to inspect said document, receive a copy of the same, or both.

- 1.
- 2.
- 3.
- 4.
- 5.

Attach a separate sheet if the inspection and/or copying of more than 5 documents or pieces of information is requested or if you need more room to describe what you would like to inspect and/or copy.

Fees Charged for Records Request:

For the research, location and retrieval of documents, there will be a \$30.00 per hour charge, with the first hour at no charge. Copies in standard size and format will be charged at the rate of \$.25 per page. Copies for a format other than a standard page (such as photographs, large maps, printouts, etc.) will be charged at the actual cost of production.

By submitting this request the submitting party acknowledges and agrees that a deposit may be required prior to any work being undertaken by the Official Custodian of the Records ("Custodian") in order to cover the above described charges. After the Custodian has had the opportunity to review the request made herein, the Custodian will notify the party submitting this request of the amount of the deposit, if any, which will be

required. Said notification will be made by email unless the party submitting this request specifies otherwise. No request will be considered to have been received until both this form and any required deposit have been received by the Custodian. In the event the amount to perform the work required to research, locate, retrieve, and copy the requested records is less than the amount of the deposit, the Custodian will refund any overage to the party submitting this request. In the event the amount of the deposit is not sufficient to cover said amount, then the inspection/copying requested will not be permitted until the amount over and above the amount of the deposit has been received by the Custodian.

FOR CUSTODIAN USE ONLY:

Request (completed form and deposit) received: _____ (date)

Requestor notified documents available: _____

Requestor notified on _____ that deadline extended to _____

Case closed: _____ (date)

_____ (signature)

Remarks: