



2015

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

1. These rules are made pursuant to Sections 24-72-200.1, et seq. of the Colorado Open Records Act.
2. Only those records allowed to be inspected and/or copied by said Act may be inspected and/or copied and only as provided by said Act.
3. Inspection of the District's records shall be made at such time as is mutually convenient for the person requesting such records and the "official custodian" of the records or the official custodian's designated representative.
4. Inspection of the records shall be made only in the place where the records are kept, which is currently the Salina 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 District personnel.
6. Copies of the District's records shall be made only by the official custodian or by persons authorized to do so by the official custodian.
7. Copies shall be furnished to anyone who requests them for a fee of \$.25 per standard page for a copy of a public record 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.
8. In addition to the fee described in section 7 above, the official custodian may impose a fee of thirty dollars per hour for each hour of time expended in connection with the research and retrieval of the District's records following the first hour of time expended in connection with the research and retrieval of the District's records.