

## PUBLIC RECORDS POLICY

The following policy is adopted by the Grand County Water and Sanitation District No. 1 regarding inspection, copying and photographing of public records:

- (1) All public records of the District are open to public inspection by any person at a reasonable time which is defined as normal office hours of the District. The public records are those that are defined in the statute and restricted thereby.
- (2) Since the District has only one full time office employee, normal office hours shall be restricted to the times that that individual will be available during normal office hours.
- (3) The public records are those records defined as described in *C.R.S. 24-72-201, et seq.* and subject to requirements and limitations of said statute including denial of access for the following reasons and this policy shall be amended by any change in said statute.

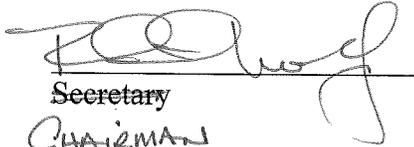
### Denial of Access:

Statute permits the District official custodian to deny public access and disallow inspection of the following documents or under the following circumstances:

1. If inspection would be contrary to any State statute;
2. If inspection would be contrary to any Federal statute or regulation;
3. If inspection is prohibited by rules promulgated by the Supreme Court or by the order of any court;
4. Examinations for employment (except as made available for inspection by the party in interest);
5. Records submitted for applicants or candidates for employment, other than those submitted by applicants or candidates who are finalists for chief executive officer positions (if there are three or fewer applicants or candidates for a chief executive officer position who possess the minimum qualifications, they are all finalists and access to their submitted records may not be denied);
6. Real estate appraisals, until the subject property has been transferred;
7. Electronic mail addresses provided by a person to the District;
8. Specialized details of security arrangements or investigations and records of expenditures on security arrangements;
9. Medical, mental health, sociological, and scholastic achievement data (except as made available for inspection by the party in interest);
10. Personnel files (except as made available for inspection by the party in interest and the District official or employee who has direct supervisory capacity);
11. Trade secrets, privileged information, and confidential information or data;

12. Names, addresses, telephone numbers and personal financial information of past or present users of public utilities, public facilities, or recreational or cultural services;
  13. Election records of any person; or
  14. Where disclosure or public access would do substantial injury to public interest. §24-72-204(6) (a), C.R.S.
- (4) If any allowed document request requires research and document retrieval, the request will be in writing and records will be available within 3 days unless there are extenuating circumstances, in which case they shall be available within 7 days as provided by statute.
  - (5) If research and retrieval of public records is necessary, the first hour of said research and retrieval shall not be chargeable, but a fee of \$30.00 per hour for additional research and retrieval shall be charged for anytime spent by employees of the District for additional research and retrieval.
  - (6) The cost of copying shall be \$.25 per page.
  - (7) Grand County Water and Sanitation District No. 1 may charge a deposit equal to 50% of the anticipated per hour charge necessary to retrieve and research requested records in advance of performing such retrieval and research.
  - (8). In no event shall any documents produced pursuant to a Colorado Open Records Act request provide information that is exempt from disclosure and especially attorney – client privileged matters without the express prior written authorization of the Board of Directors of Grand County Water and Sanitation District No. 1.

ADOPTED this 20<sup>th</sup> day of August, 2014 by the Board of Directors of Grand County Water and Sanitation District No. 1

  
Secretary  
CHAIRMAN