

**RESOLUTION
BOARD OF DIRECTORS OF THE
KEN-CARYL RANCH METROPOLITAN DISTRICT**

A RESOLUTION ESTABLISHING A POLICY FOR REQUESTS FOR PUBLIC RECORDS AND ASSESSING CHARGES FOR THE PRODUCTION OF PUBLIC RECORDS

WHEREAS, the Ken-Caryl Ranch Metropolitan District ("**District**") is a political subdivision of the State of Colorado, organized pursuant to C.R.S. § 32-1-101, *et seq.* ("**Special District Act**"), to provide park and recreation services to residents within, and to individuals passing through, its jurisdiction;

WHEREAS, pursuant to the Special District Act, C.R.S. § 32-1-1001(1)(h) and (m), the District's Board of Directors ("**Board**") is vested with the management, control, and supervision of all the business and affairs of the District, and is authorized to adopt, amend, and enforce rules and regulations for carrying out the District's business and affairs;

WHEREAS, the Board is authorized by statute to charge a reasonable fee for copies, printouts, and photographs made at the request of an individual or entity pursuant to the Colorado Public (Open) Records Act, C.R.S. § 24-72-205 ("**Open Records Act**");

WHEREAS, the District's current policy for responding to requests for public records and assessing charges for the production of public records is set forth in Board Resolution MD20-108;

WHEREAS, the Board intends for this Resolution to supersede and replace Resolution MD20-108 with respect to responding to requests for public records and assessing charges for the production of public records, and for Resolution MD20-108 to be rescinded for all purposes; and

WHEREAS, the Board determines that the fees it establishes by this Resolution are reasonable, cost-based fees, and are in compliance with the requirements and restrictions of the Open Records Act.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE KEN-CARYL RANCH METROPOLITAN DISTRICT THAT:

1. The term "public records" shall have the same meaning as set forth in the Open Records Act.
2. All requests for public records must be made in writing on the District's Public Records Request Form, and must comply with the requirements of the Open Records Act and any other applicable federal or state laws ("**Applicable Law**"). The District's Public Records Request Form shall be in substantially the form attached hereto as Attachment 1.
3. The District will comply with the requirements of Applicable Law with respect to whether it must, may, or cannot produce public records, or other documents or information requested, and the fees it charges for producing such public records, or other documents or information.
4. Where the fee for a certified copy or other copy, printout, or photograph of a public record is specifically prescribed by Applicable Law, the specific fee shall be charged. If a fee is not specifically

prescribed by Applicable Law, the District will furnish copies, printouts, or photographs of a public record for a fee of \$0.25 per standard page. The District shall charge a fee not to exceed the actual cost of providing a copy, photograph, or printout in a form other than a standard page. The District shall charge the actual costs it incurs in having the copies made off-site by an outside copying facility.

5. If, in response to a specific request, the District's custodian of records performs a manipulation of data so as to generate a record in a form not used by the District (including a privilege log), an hourly administrative fee equal to the hourly research and retrieval fee discussed below in Section 6 shall be charged to the person or entity making the request; provided, however, that the fee shall not exceed the actual cost of manipulating the data and generating the record in accordance with the request. An individual or entity making a subsequent request for the same or similar records shall be charged the same fee.

6. If the amount of time required by the District to research and retrieve the documents necessary to fulfill a specific request exceeds one hour, including the time required to identify and segregate records that must or may not be produced, the person or entity making the request shall be charged a research and retrieval fee of \$33.58 per hour, or such maximum hourly research and retrieval fee as may be established by the Colorado Legislative Council from time to time. Such fee will include discussing strategy for accomplishing the collection of public records (including time to agree on search terms and searchable time frame for email searches), redactions, and attorney time to review public records. The District will not impose a charge for the first one hour of time expended in connection with the research and retrieval of public records.

7. Upon request for transmission of the public record, the District will transmit the public record by United States mail, other delivery service, facsimile, or electronic mail. If transmitting the public record pursuant to this paragraph, the District may notify the record requester that a copy of the public record is available, but will be sent only when the District receives payment or makes satisfactory arrangements for payment of all costs associated with transmitting the public record and for all other fees lawfully allowed; provided, however, that no transmission fees will be charged for transmitting the public record via electronic mail.


8. This Resolution shall supersede and replace Resolution MD20-108 and conflicting portions of all other Resolutions and motions previously adopted by the Board with respect to responding to requests for public records and assessing charges for the production of public records, which prior Resolutions or motions are hereby rescinded and null and void, in whole or in part, to the extent such Resolutions and motions conflict with this Resolution.

ADOPTED this 24th day of August, 2021.

BOARD OF DIRECTORS OF THE
KEN-CARYL RANCH METROPOLITAN DISTRICT



John Huggins, President



Joe Levy, Secretary

Attachment 1
Public Records Request Form
Ken-Caryl Ranch Metropolitan District

Please complete the following information to obtain copies of the requested records. KCRMD will respond to your request within three working days, except in the event of extenuating circumstances, in which case KCRMD will respond to your request within seven working days.

KCRMD complies with the requirements of the Colorado Open Records Act and any other applicable federal or state laws with respect to whether it must, may, or cannot produce public records, or other documents or information requested, and the fees it charges for producing such public records or other documents or information. A complete copy of KCRMD's policy for requests for public records and assessing charges for the production of public records is available at <https://ken-carylranh.org/about-us/documents-policies/>.

Requester Name:	
Requester Address:	
Requester Email:	
Requester Telephone:	
Detailed Description of Requested Records:	
Requested Method of Delivery:	<input type="checkbox"/> Inspection at the District's offices.
	<input type="checkbox"/> United States mail to the following address:
	<input type="checkbox"/> Other delivery service (FedEx, UPS, etc.) to the following address:
	<input type="checkbox"/> Facsimile to the following number:
	<input type="checkbox"/> Email to the following email address:

I understand that fees may be assessed for the production of the records I am requesting, and/or for delivering the records to me. If requested by KCRMD, I agree to pay all fees assessed for my request prior to KCRMD sending the records to me.

Requester Signature

Date

Please return to: Traci Wieland, Records Custodian/District Manager; traciw@kcranch.org
Ken-Caryl Ranch Metropolitan District
Attn: CORA Requests
7676 S. Continental Divide Road
Littleton, CO 80127