

## **Rocky Mountain Prep: Open Records Policy**

This policy applies to all requests, submitted pursuant to C.R.S § 24-72-201 et seq., to inspect public records in the custody or control of Rocky Mountain Prep School. RMP is committed to the guiding principles of openness, transparency, accountability, and responsiveness. This policy is intended to balance the demands of the Colorado Open Records Act and RMP's obligations as a public school district within the State of Colorado.

Requirements for requesting to inspect public records for RMP:

1. All requests to inspect public records must be submitted in writing to the official Custodian of Records of RMP at [CORA@rockymountainprep.org](mailto:CORA@rockymountainprep.org). Requests made to any person other than the proper custodian will not be accepted.
2. Requests may be mailed or sent via email. The date the request is received by the custodian will constitute the "date of receipt". Requests may be made via electronic mail and the custodian will attempt to acknowledge electronic mail regularly; however it is the acknowledgement of the request that will begin the deadline under Colorado Open Records Act (CORA) as electronic mail is not always received regularly.
3. All requests for records must be specific as to the records sought and the relevant dates. Requests for correspondence must identify the parties to the correspondence. For any request that is vague or broadly stated, the custodian may require the requestor to provide a more specific request.
4. If a requestor is unable to identify the specific document(s) sought, the requestor is encouraged to contact the relevant custodian in advance of submitting a request for assistance in providing the requisite specificity.
5. There are several categories of information that are protected by State and Federal law. These categories of information will not be disclosed.
6. RMP is not required by the CORA to construct or create a record that does not exist. Nor is RMP required to manipulate or analyze information in a new way in order to respond to a request.
7. Time for response to records request shall be as follows:
  - a. The normal time for production shall be three (3) working days; beginning on the first business day after the request is received.
  - b. Such period may extended upon determination by the custodian that extenuating circumstances exists. Such period of extension shall not normally exceed seven (7) working days. The requestor shall be notified of the extension within the three-day period.
8. Request to inspect records will not take priority over the regular work activities of RMP employees.
9. Charges for copies of requested documents shall be as follows:
  - a. The normal cost for requested documents shall be \$0.25 per page or, for documents

in non-standard formats, the actual duplication costs.

- b. The custodian may charge a research and retrieval fee based on the actual cost of responding to the request; provided, however that the hourly rate for employee time is \$30 per hour and there shall be no charge for the first hour of employee time. If the custodian charges research and retrieval fees under this paragraph, copying shall be charged at a rate of \$0.15 per page.
  - c. Payment must be received prior to the requestor receiving copies.
10. If charges are expected to exceed \$25.00, the custodian will provide the requestor with an estimate of the cost of responding prior to responding and may require a deposit. If the requestor wishes to proceed once receiving an estimate, he or she must respond in writing. By responding in writing, the requestor agrees to pay all fees associated with responding to the request. The time between the date of the custodian's estimate and the receipt by the custodian of a written response to proceed will not be counted against the time period set forth above.
  11. If a requestor wishes to inspect available records in advance of receiving copies, such inspections shall be by appointment only during normal working hours. Such inspections must be supervised by a RMP representative and the requestor may be charged for any employee time exceeding one hour associated with such inspection.