

Pinewood Springs Water District

Public Records Production Policy

(Adopted [insert date])

The Pinewood Springs Water District is committed to transparency and accountability. This policy establishes the procedures by which members of the public may request access to District records under the **Colorado Open Records Act (CORA), C.R.S. § 24-72-200 et seq.**

1. Submitting a Request

- Requests for public records must be made **in writing**. Requests may be submitted by email, mail, or hand delivery to the District's **Custodian of Records**.
 - Requests should be specific enough to allow District staff to identify the records being sought. Broad or vague requests may require clarification before processing can begin.
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2. Response Time

- The District will respond to requests within **three (3) business days** of receipt, as required by CORA.
 - If the request is **voluminous, complex, or requires extensive review or redaction**, the District may extend the response period by up to **seven (7) additional business days**. Written notice of the extension will be provided to the requester within the initial three-day period.
 - The District's response may include:
 - Providing the requested records;
 - A written cost estimate;
 - Notification that certain records are withheld under a CORA exemption.
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3. Costs and Fees

- The first **one hour of staff time** spent locating and reviewing records is free of charge.
 - Additional staff time is billed at the rate of **\$33.58 per hour**, consistent with the maximum rate set by the Colorado Department of Personnel & Administration.
 - Copying and scanning fees are **\$0.25 per page**, unless actual costs are higher.
 - Payment may be required in advance.
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4. Records Available for Inspection and Copying

The following types of District records are generally available under CORA, subject to applicable redactions:

- Budgets, audits, financial statements, general ledgers, and check registers;
 - Meeting agendas, minutes, and public notices;
 - Policies, procedures, and adopted resolutions;
 - Water quality reports and regulatory compliance filings;
 - Contracts, invoices, and purchase orders.
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5. Records Not Subject to Disclosure

The District will not produce records that are exempt from disclosure under CORA or other applicable law. These include, but are not limited to:

- **Attorney-client privileged communications** and legal work product;
- **Confidential financial data** such as bank account and routing numbers;

- **Personnel files**, including employee evaluations and personal identifying information (e.g., Social Security numbers, home addresses, payroll deductions);
- **Medical or health information** protected under HIPAA or state privacy law;
- **Security-sensitive records** that could jeopardize the safety of District facilities or systems.

Where appropriate, exempt information will be **redacted**, and the balance of the record will be provided.

6. Format of Production

- Records will be produced electronically whenever feasible.
 - If electronic production is not possible, paper copies may be provided.
 - Records are available for inspection at District offices by appointment during normal business hours.
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7. Point of Contact

All CORA requests should be directed to:

Custodian of Records

Pinewood Springs Water District

[Address]

[Email Address]

[Phone Number]

✦ **Note to Public:** The District encourages the use of its **annual financial reports, water quality reports, and Board meeting materials**, all of which are regularly posted on the District's website, to reduce the need for individual CORA requests.