

**RESOLUTION OF THE BOARD OF DIRECTORS OF
SUBDISTRICT NO. 1 OF THE
COALTON METROPOLITAN DISTRICT**

A RESOLUTION ADOPTING AND APPROVING A FIRST AMENDMENT TO THE PUBLIC RECORDS POLICY REGARDING THE INSPECTION, RETENTION AND DISPOSAL OF PUBLIC RECORDS

WHEREAS, the Colorado Open Records Act (“Open Records Act”), as set forth in Section 24-72-200.1, *et seq.*, C.R.S., as amended, requires all public records of political subdivisions of the State to be open for inspection by any person at reasonable times except as otherwise provided in the Open Records Act; and

WHEREAS, on December 7, 2023, via resolution, the Board of Directors (the “Board”) of Subdistrict No. 1 of the Coalton Metropolitan District (the “Subdistrict”) adopted a Public Records Policy Regarding the Inspection, Retention and Disposal of Public Records in compliance with the Open Records Act, (the “Public Records Policy”); and

WHEREAS, the Board desires to amend the Subdistrict’s Public Records Policy to adjust certain fees imposed for copies of public records.

NOW THEREFORE, THE BOARD OF DIRECTORS OF SUBDISTRICT NO. 1 OF THE COALTON METROPOLITAN DISTRICT HEREBY ADOPTS THE FOLLOWING FIRST AMENDMENT TO THE PUBLIC RECORDS POLICY:

1. Fees for Copies of Public Records. The Subdistrict hereby amends and restates Paragraph 5.b. and Paragraph 5.c. of the Public Records Policy in their entirety as follows:

5. Fees for Copies of Public Records. The custodian shall furnish copies, printouts or photographs of public records requested for a fee as follows:

b. If, in response to a specific request, the custodian performs a manipulation of data so as to generate a record in a form not used by the Subdistrict, an administrative fee of \$41.37 per hour shall be charged to the person or entity making the request. Such fee shall be automatically adjusted at such time as the research and retrieval fee is adjusted as set forth in paragraph 5.c. below, without further approval by the Subdistrict, and shall be adjusted to the same amount as the research and retrieval fee. An individual or entity making a subsequent request for the same or similar records shall be charged the same fee.

c. If the amount of time required by the custodian 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 \$41.37 per hour. Such fee shall be automatically adjusted, without further approval by the Subdistrict, to the amount established by the State Director of Research of the Legislative

Council from time to time. The Subdistrict will not impose a charge for the first hour of time expended in connection with the research and retrieval of public records. This imposition of this fee shall be effective upon the publishing of this Public Records Policy in accordance with the Open Records Act.

4. Future Amendments to Public Records Policy. The Board may further amend the Public Records Policy from time to time as the Board deem necessary.

5. Effective Date. This Resolution shall take effect on the date and at the time of its adoption.

(Signature Page Follows)

APPROVED AND ADOPTED THIS 5TH DAY OF DECEMBER, 2024.

SUBDISTRICT NO. 1 OF THE
COALTON METROPOLITAN DISTRICT

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By: Kristopher Barnes
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Kristopher Barnes, President

Signature Page to First Amendment to Public Records Policy