

Public's Right to Know/Freedom of Information

1. In order to assist the district in making an accurate determination of the resources necessary to provide the information requested and recording the request, all requests shall be in writing. The District staff shall use the Public Records Request Process Guideline and complete form KDB-E.2. The party who submits a Public Records Request is responsible for any costs incurred as a result of assimilating the information requested. Costs are applied according to the Public Records Requests – Fee Guideline Form KDB-E2 and state law.

Public Records Requests which incur a cost totaling more than \$25.00 must be accompanied by a deposit of \$25.00 with the balance paid within fourteen (14) calendar days and a completed Public Records Payment Requests and Payment Agreement Form KDB-E.

3. Records pertaining to personnel shall be subject to the provisions of Board Policy GBJ.
4. Requests for employee information will be provided by job classification and description. Initially, a salary range will be utilized to provide compensation information.
5. If the release of records pertains to specific employees, the district will notify these current or former employees of the district that a specific person or entity has requested information from their personnel records and files. This notification will contain the name, address and phone number of the person or entity making the request. Exhibit KDB-E solicits a basis for the request.
6. If the district, in response to a specific request, manipulates data to generate a record in a form not used by the district, a fee based upon the hourly salary of the district employee compiling and manipulating the data will be charged unless actual costs exceed that amount. A copy and handling charge of \$1.25 per page will also be assessed. It may not exceed the actual cost of manipulating the data and generating the record. Fulfilling such a request will be at the option of the district.
7. If a requested record is a result of computer output other than word processing, the fee for a copy will be based on recovery of the actual costs of providing the electronic service and product together with a reasonable portion of the costs associated with building and maintaining the information system.
8. Under reasonable circumstances, no less than three (3) business days and no more than seven (7) business days, with extenuating circumstances, shall be allowed for compiling, manipulating, copying, handling, and mailing of the requested materials by district personnel.

Current practice codified 1994

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Revised November 11, 1998

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