



# HYLAND HILLS

## *Park & Recreation District*

### Open Records Policy

1. **Purpose and Intent** – Hyland Hills Park and Recreation District (“the District”) recognizes that its records are subject to the Colorado Open Records Act (CORA), the Health Insurance Portability and Accountability Act of 1996 (HIPAA), and the privacy Rule promulgated by the U.S. Department of Health and Human Services which interprets and implements HIPAA.
2. **Open Records** - All of the District’s public records shall be open for inspection by any person at reasonable times, except as otherwise provided by law. Public records are generally defined by CORA as all writings made or maintained by the District, regardless of the format or medium of the records and expressly includes e-mail communications.
3. **Custodian of Records** – The Official Custodian of Records shall be the person currently holding the Executive Director position for the District. The Custodian of Records shall have the authority to designate such agents as he or she shall determine appropriate to perform any and all acts necessary to enforce and execute the provisions of this policy.
4. **Board Meeting Minutes** – Accurate minutes will be kept for each Board meeting and will be maintained in a visual text format that may be transmitted electronically and shall be open for public inspection.
  - 4.1 Board meetings will be electronically recorded. The Custodian of Records shall maintain the electronic record for six months after the approval of the meeting minutes.
  - 4.2 Executive session discussion will be electronically recorded per statute. The Custodian of Records shall maintain the record of any Executive Session for 90 days.
5. **Records Request** – Requests made by citizens, entities, Federal or State agencies, District members, subpoena, Administrative or Court Order or other legal process to inspect and/or copy any District record (“Records Request”) should be immediately sent to the Custodian of Records.

- 5.1. All Records Requests shall be submitted in writing and be specific as to the information desired.
- 5.2. Upon receipt of a Records Request, the Custodian of Records shall immediately forward the request to the District's Administrative Counsel.
- 5.3. The District's Administrative Counsel shall determine the District's obligations under the applicable Federal and/or State laws. If the District is permitted to comply with the Records Request, the District's Administrative Council will notify the Custodian of Records who will assemble the requested documents for inspection and/or copying in accordance with applicable Federal or State law.

**6. Fees for Records Requests**

- 6.1. The District will charge a research fee for assembling records requested not to exceed \$30 per hour. A reasonable estimate of time will be made prior to research. The first hour of research will be provided at no charge.
- 6.2. The District will charge a fee of \$0.25 per standard page for a copy of a public record or a fee not to exceed the actual cost of providing a copy, printout, or photograph of a public record in a format other than a standard page.
- 6.3. All fees will be collected in advance.