

LITTLETON PUBLIC SCHOOLS
RULES FOR INSPECTION OF PUBLIC RECORDS

PURPOSE

Pursuant to § 24-72-203(1)(a), C.R.S., of the Colorado Open Records Act (“CORA”), the following rules are adopted by the LPS Official Custodian with reference to the inspection, copying and/or printing out of public records which rules are necessary for the protection of such records and the prevention of unnecessary interference with the regular discharge of the duties of the Official Custodian, the Official Custodian’s office, or any other LPS custodians of record. Under CORA, “custodian” means and includes the Official Custodian or any other authorized person having personal custody and control of the public records in question.

II. RULES

The Superintendent is the Official Custodian of District records. Policy KDB. The Superintendent has appointed an Assistant Official Custodian who is identified on the District website. The Assistant Official Custodian may designate another person to fulfill his/her duties, if necessary, from time to time.

All requests for the inspection of public records or other information (“request”) pursuant to CORA must be (1) in writing; (2) directed to the Assistant Official Custodian; and (3) clear and specific as to the particular public records requested and/or information sought therefrom. Oral requests will not be considered.

In the event LPS receives an ambiguous request, the Assistant Official Custodian shall respond in writing on or before the third day after its receipt seeking clarification. The time to produce the documents shall not begin to run until the Assistant Official Custodian has received an unambiguous written request.

Requests for the inspection of public records or other information pursuant to CORA which are not sent to the Assistant Official Custodian, including those directed to other LPS custodians of record, shall be rerouted to the Assistant Official Custodian. The time for production or response to any such request shall not begin to run until actually received by the Assistant Official Custodian.

The Assistant Official Custodian or designee shall provide a written response to all written requests or make a record of such response.

All records must be reviewed under the supervision of the Assistant Official Custodian or appointed designee at the Education Services Center or other location on District property at the option of the Assistant Official Custodian. The records may not be removed from the production location without the consent of the Assistant Official Custodian or designee.

All records will be retrieved and refiled only by the Assistant Official Custodian of the records or appointed designee.

No records may be removed from file folders or places of storage for photocopying without the consent of the Assistant Official Custodian or appointed designee.

Photocopies of records will be provided at \$.25 per standard page 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.

No record or information requests will take priority over previously scheduled work activities and deadlines of the District.

The Assistant Official Custodian reserves the right to assess a reasonable fee for research and retrieval services. The fee shall not exceed the amount of time necessitated by the request as multiplied by the hourly or prorated monthly rate of compensation of the employee who shall keep detailed time records. The current rate can be determined by contacting the Assistant Official Custodian. The Assistant Official Custodian may require a reasonable deposit before preparing and gathering the records for inspection. The Assistant Official Custodian need not produce the public records if the fee is not paid in advance.

Normally, the properly requested public records will be made available for inspection on or before the end of the third working day after the receipt of the written request at a time convenient to the Assistant Official Custodian during business hours. LPS' work day usually ends at 4:30 p.m. Written requests (including emails or facsimile messages) received after 4:30 p.m. will be considered received the next work day.

Where the proper request is broadly stated, voluminous or otherwise received under or during extraordinary circumstances as defined in § 24-72-203(3)(b), C.R.S., the Assistant Official Custodian may have an additional seven (7) working days to produce the public records for inspection based upon the Assistant Official Custodian's written finding which shall be sent to the requestor within three (3) working days of the request.

In the event that the Assistant Official Custodian simply cannot comply with a particular request within ten (10) working days, the Assistant Official Custodian shall provide written notice to the requestor within the ten (10) working days and attempt to secure an extension from the requestor. If the requestor should refuse an extension, the Assistant Official Custodian may apply to the District Court of Arapahoe County for such extension.

The Assistant Official Custodian shall withhold records that are privileged or that are otherwise protected from disclosure by CORA or any other statute or rule of any court. In the event that a request is made for public records that contain both non-privileged and privileged or other nondisclosable information, the Assistant Official Custodian has the discretion to decline the request for such records where appropriate, or to redact the privileged or other nondisclosable

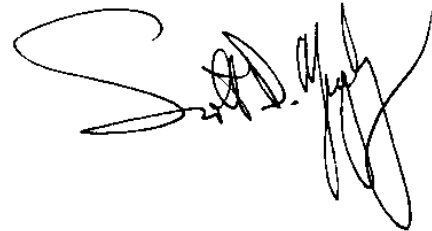
information and charge a reasonable fee for such redaction. If the requestor refuses to pay a reasonable fee for the proposed redactions, the Assistant Official Custodian need not redact the records for inspection and may deny the request in its entirety.

In the event a response to a specific request would require the preparation of a document which does not currently exist or the manipulation or rearrangement of data or other information from currently existing records, the Assistant Official Custodian has the discretion to decline the request or to prepare the document or manipulate or rearrange such data or information for a reasonable fee.

In the event of a request for a particular production or format other than inspection of the original record on District property, the Assistant Official Custodian has the discretion, but is not obligated, to honor the request and charge a reasonable fee for the services.

Where the records are kept only in miniaturized, digital, computer or electronic form, the Assistant Official Custodian shall assist the requestor in locating any specific records sought and provide access thereto without unreasonable delay or cost provided that the assistance does not unnecessarily interfere with the Assistant Official Custodian's or School District's discharge of its duties.

EFFECTIVE: October 19, 2009.



OFFICIAL CUSTODIAN