

RESOLUTION OF THE GOVERNING BOARD OF
COLORADO COUNTY OFFICIALS AND EMPLOYEES
RETIREMENT ASSOCIATION

RESOLUTION NO. 4, SERIES OF 2009

WHEREAS, CCOERA is subject to 24.72.200.1 C.R.S., the Colorado Open Records Act (CORA); and

WHEREAS, CORA declares that it is the “public policy of this state that all public records shall be open for inspection by any person at reasonable times”; and

WHEREAS, CORA further provides that “the official custodian of any public records may make such rules with reference to the inspection of such records as are reasonably necessary for the protection of such records and the prevention of unnecessary interference with the regular discharge of the duties of the custodian or the custodian's office.”

WHEREAS, CORA allows “A custodian . . . [to] charge a fee not to exceed twenty-five cents 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.”; and

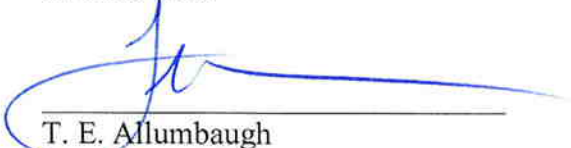
WHEREAS, CORA permits, in all other instances of a request for a public record under CORA, CCOERA to charge a “reasonable fee” which fee shall not exceed the actual cost to CCOERA of complying with the request; and

WHEREAS, the attached Public Records Policy establishes, in full compliance with CORA, both a procedure for requests to CCOERA for public records as well as the fees to be charged by CCOERA for such production and establishes that the Executive Director of CCOERA is the official custodian of those public records for purposes of a CORA request.

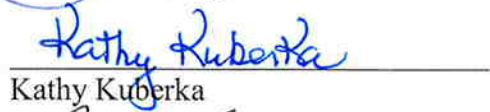
NOW THEREFORE, be it resolved that effective immediately the attached shall be the Public Records Policy of CCOERA in regard to all public records requests received by CCOERA pursuant to CORA.

Dated this 23rd day of October, 2009.

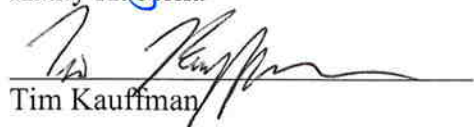
APPROVED:



T. E. Allumbaugh



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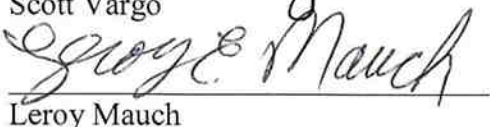


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Public Records

Colorado County Officials & Employees Retirement Association (CCOERA) will make public records available for inspection in accordance with the applicable provisions of the Colorado Open Records Act, Colorado Revised Statutes §24-72-201, et seq. The act mandates access to many types of records, but it also provides exemptions on the basis of confidentiality, privilege and security, among others.

All Requests

All requests for public records must be made in writing and must include the following:

- Requestor's full name, address and telephone number
- As detailed description of the records requested as is reasonably possible
- A statement that the request is made pursuant to the provisions of the Colorado Open Records Act, Colorado Revised Statutes §24-72-201, et seq.

Written requests must be delivered in person, by mail or by e-mail to jkuijper@ccoera.org. Mailed requests should be addressed to:

Jacob Kuijper
Executive Director
CCOERA
751 SouthPark Dr.
Littleton, CO 80120

Fees

One hour of research toward responding to a request will be completed at no charge. After the first hour, a \$25/hour charge will be assessed for researching files for requested information, manipulation of data to generate a record in a form not used by CCOERA, or redaction of documents containing confidential information. Fees also apply for copies of public records. If CCOERA estimates the cost to comply with the request including the making of copies will exceed \$25.00, the requestor may be required by the custodian to deposit that estimate with CCOERA prior to fulfillment of the request by CCOERA.

Fees for copies of public records

- Paper, standard page (one side of a page, up to 11" x 17", black and white or color) - 25 cents
- Paper, oversized page (one side of a page, larger than 11" x 17", black and white or color) - \$1.25
- Photographic image digitized from a photographic print or negative (JPEG or TIFF or PDF) - \$1.50
- Photographic paper print from a photographic negative - Actual cost
- Electronic documents in PDF format if normally maintained in PDF by CCOERA - no charge
- CD or DVD media disk - \$1
- Postage to mail copies - actual cost
- E-mail of copies to requestor - no charge