



The Academy Open Records Request Policy

Pursuing Truth, Wisdom, Excellence

Mission Statement: The Academy serves our students to develop college ready, exemplary citizens by promoting excellence in academics, character and relationships.

Background

The Academy complies with the Colorado Open Records Act (CORA), C.R.S §24-72-200.1 *et seq*, which authorizes rules concerning 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 duties of The Academy.

Purpose

The following policy has been developed to create a system by which records can be requested and received. All public record requests must comply with the procedures established in this policy. Please be advised that administration is not obligated to act upon a public records request unless and until such request meets these procedural requirements.

Open Records Request General Guidelines

All requests under CORA must be submitted to Custodian. If possible, records will be made available within three (3) working days, starting the day after the request is received. If circumstances prevent timely processing, the administrator will notify the requestor within three (3) working days that additional time is necessary and shall provide the records within seven working days. These time periods for responding to requests shall not apply to (a) requests that do not comply with this policy, (b) requests that are broad or burdensome such that they interfere with regular work duties, or (c) requests if the requestor has failed to pay the appropriate charges provided for in this policy.

- The procedures apply to all requests submitted pursuant to CORA to inspect public records in the custody or control of The Academy.
- All requests must be submitted in writing and addressed to the Custodian. Requests made to any other person or office at The Academy will not be accepted.
- Requests may be mailed or hand delivered. The date the request is received by the Custodian will be considered the date of receipt.
- Requests sent via e-mail will not automatically be accepted. Due to spam filters and similar computer software, The Academy cannot guarantee that an e-mail request shall be deemed rejected unless and until the Custodian expressly confirms acceptance of the request. Should the Custodian accept the e-mail request, the statutory time for response will begin when the Custodian provides confirmation to the requestor. If a request is sent via e-mail to anyone other than the Custodian or if the Custodian does not accept such an e-mail request, it will not be considered as received by The Academy. All e-mail requests must be sent to recordscustodian@theacademyk12.org.
- All requests for records must be specific as to the records sought and the relevant dates covered by the request. For any request that is vague or broadly stated the administration may require the requestor to provide a more specific request before responding.
- All requests for records must state if they want the records mailed and to what address, or if they want to pick the documents up from The Academy's office.
- Charges for copies of requested records shall be as follows:

- The normal cost for requested documents shall be \$0.25 per page or, for documents in no-standard formats, the actual duplication costs.
- At the administrator's prerogative, depending on the estimated staff time necessary to retrieve, review and copy the records, the requestor may be charged a reasonable research, retrieval and review fee based on the time spent to respond to the request and the costs of compiling the response, including employee time of gathering, preparing, reviewing and copying requested documents. Employee time, if any shall be charged at a rate of \$30.00 per hour after the first hour of employee time, plus copying charges.
- Unless waived by the Custodian, the requestor will be charged the cost of transmitting the records to the requestor by United States mail or other delivery service.
- If charges are expected to exceed \$30.00, the Custodian will provide the requestor with an estimate of the cost of responding prior to responding and may require a deposit. If the requestor wishes to proceed once receiving an estimate, he or she must respond in writing. By responding in writing, the requestor agrees to pay all fees associated with responding to the request. The time between the date of the Custodian's estimate and the receipt by the Custodian of a written response to proceed and deposit will not be counted against the time period set forth above.
- All money received for charges of copies generated will be deposited into the general fund.
- No documents will be produced or copied unless payment for copying costs and if required, the retrieval fee is received by the finance department in advance.
- If a requestor wishes to inspect available records in advance of receiving copies, such inspection shall be by appointment only during normal business hours of the office. Such inspection must be supervised by an employee of The Academy designated by the Custodian.
- There is no obligation to produce documents or provide information in response to any informal request, and any such request may be declined.
- The Custodian has the right to deny inspection of records in accordance with the provisions listed in C.R.S §24-72-201 *et seq.*
- After the approval of this policy, if CORA is amended to modify the maximum amount of any charges described above, the policy will be applied consistent with the provisions of such amendments so that the maximum amount allowed under CORA will be charged by The Academy.

All other Academy Board policies will remain in full force. All discrepancies between this policy and others shall be brought to the attention and resolved by the CEO, or designee.

POLICY HISTORY

This policy supersedes any previously existing policy of The Academy of Charter Schools pertaining to the content herein.

Board Chair Signature: Joseph B. J.
 Date of Adoption: 12/12/16