

WILLOWBROOK WATER AND SANITATION DISTRICT
POLICY REGARDING REQUESTS
FOR PUBLIC RECORDS — Research and Retrieval

Requesting Public Records

To request public records from the Willowbrook Water and Sanitation District (the “District”) pursuant to the Colorado Open Records Act, C.R.S. § 24-72-201 et seq. (“CORA”), contact Davis & Ceriani, P.C. Attn: Scott Wilkinson, Esq. at (303) 534-9000 who will identify the designated custodian for the requested records. Records requests must be in writing and directed to the designated custodian of records. General emails to the District (or inquiries on the District’s website or social media sites) will not be treated as records requests under CORA. Requests must be submitted to and received by the designated records custodian.

All requests must contain the following information:

1. Description of the records being requested. Describe the request as specifically as possible. If you are uncertain about which records contain the information you are seeking, provide a description of the type of information you are searching for, including date ranges.
2. Contact Information. If photocopies or electronic copies are being sought, your contact information and preferred method of delivery of the records.

Response Time

The District shall make every effort to respond within three working days, as provided by § 24-72-203(3)(b), C.R.S. The District may extend its response period up to seven working days if it finds extenuating circumstances exist and communicates that finding to the requestor in writing, as described in § 24-72-203(3)(b), C.R.S. The three working-day response time begins the first working day following receipt of the request.

Limitations

Under CORA, the District may deny a request for any of the reasons outlined in § 24-72-204, C.R.S. for a complete list of the types of records that CDE may withhold, please refer to that section of statute.

Fees and Costs

Fees for research and retrieval of public records may be imposed at the discretion of the records custodian as follows:

Type of Request	Cost
Records request that exceeds 25 pages	\$0.25 per page for all document photocopies
Requests that require more than one hour of staff time for retrieval	\$30/per hour after the first hour, or the then applicable maximum hourly charge as determined by C.R.S. § 24-72-205(6)(b) or its successor or replacement statutes having a similar purpose, whichever is greater.
Requests that require more than mere retrieval of records, such as technical expertise to synthesize or reconfigure data, apply unique suppression rules to remove identifiability and/or legal expertise to determine how to comply with confidentiality requirements	Hourly rate of staff member (based on salary), attorney billable hourly rate, engineer billable hourly rate, or contractor hourly rate, as applicable.

Hourly research and retrieval fees may be adjusted for inflation pursuant to C.R.S. § 24-72-205(6)(b). Other fees may be imposed at the discretion of the records custodian consistent with the provisions of CORA.