

**TOWN OF HOT SULPHUR SPRINGS
COUNTY OF GRAND
STATE OF COLORADO**

RESOLUTION NO. 2008:07-01

**A RESOLUTION ADOPTING POLICIES
FOR THE PRODUCTION OF PUBLIC DOCUMENTS.**

WHEREAS, the Board of Trustees of the Town of Hot Sulphur Springs finds that it is important that Trustees, the Mayor, and members of Town boards and commissions have access to public records and documents for the performance of their responsibilities and duties; and

WHEREAS, the Board of Trustees also finds that the efficient administration of the Town requires reasonable guidelines on requests for information.

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of the Town of Hot Sulphur Springs, Colorado:

Section 1. Public Records Requests by Public Officials. All members of the Board of Trustees, the Mayor, and all members of any board or commission of the Town of Hot Sulphur Springs formed by the Board of Trustees shall be entitled to receive copies of public records, as that term is defined in Section 24-72-202(6) of the Colorado Revised Statutes, without charge for copying or staff time to prepare, subject to the following limitations:

- A. The request for a public document or record must identify as specifically as possible the document(s) or record(s) requested.
- B. The request shall not require Town Staff research and/or preparation time in excess of thirty (30) minutes. Requests for public documents or records requiring more than thirty (30) minutes of research and/or preparation time require the approval of the Board of Trustees.
- C. The document(s) or record(s) may be provided to the requesting public official electronically unless impossible or impractical due to the nature of the public document or record, or unless the Board of Trustees determines that, due to unusual circumstances, the document(s) or record(s) should be provided to the public official in hard copy or other format.
- D. Town Staff should endeavor to respond promptly to public records requests by Public Officials but shall not neglect or delay other important or necessary duties as set forth in their job descriptions or as may be directed by their supervisor or the Town Daily Operations Manager or his or her designee.
- E. Requests for a public document or record by a Public Official shall not be considered an official public records request pursuant to the Colorado Open Records Act, C.R.S. §24-72-101 *et seq.*, unless the Public Official submits an official public records request form, in which case the provisions of the Colorado Open Records Act, including but not limited to those provisions concerning response time, costs, charges and fees, shall apply.

Section 2. Interpretation and Administration. The Board of Trustees of the Town of Hot Sulphur Springs shall be responsible for interpreting the policies set forth in this Resolution.

Section 3. Colorado Open Records Act. Nothing in this Resolution shall be deemed to restrict, inhibit or apply to official public records requests submitted pursuant to the Colorado Open Records Act, C.R.S. § 24-72-101, *et seq.* . The Town Clerk is hereby authorized to adopt policies, develop public record request forms, and revise costs, charges and fees for the administration and compliance with requests made under the Colorado Open Records Act.

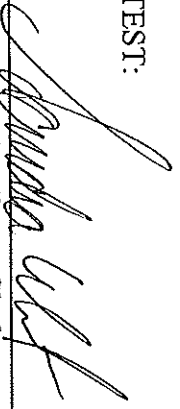
ADOPTED THIS 3rd DAY OF JULY 2008

TOWN OF HOT SULPHUR SPRINGS, COLORADO



Mayor Hershel Deputy

ATTEST:

By: 

Sandra White, Town Clerk