

	<h2>Larimer Emergency Telephone Authority</h2>	
Policy Number 1.7	Policy Title Open Records	Reference LETA Staff & Board
Date Prepared 02/03/2021	Reviewed By LETA Staff 09/17/25	Date Issued 02/03/2021
Date Revised 04/06/2022	Approved By LETA Authority Board	Date Effective 04/06/2022

Policy: Larimer Emergency Telephone Authority (LETA) will make public records within LETA’s possession and control available for public inspection at reasonable times in accordance with the Colorado Open Records Act, C.R.S. §§ 24-72-200.1 through 205.5, as amended (“the Act”). This policy summarizes LETA’s practices and procedures with regard to fulfilling its obligations under the Act and other applicable federal or state laws, such as the Colorado Criminal Justice Records Act, C.R.S. §§ 24-72-301 through 309, as amended. LETA must make a good faith effort to respond to requests to inspect records while at the same time ensuring that private, confidential, protected, excepted, or exempted records or portions thereof are redacted or withheld.

Procedure:

I. Requests

- A. LETA’s Chief Executive Officer shall be the official custodian of LETA’s public records.
- B. Citizens may make written requests to the official custodian for copies of LETA’s public records. A form that may be used to make a request is attached.
- C. The Act does not require LETA to create records in response to a request or to manipulate or to analyze information in a new way in order to respond to a request.
- D. LETA will respond to requests in the order in which they are received.

- E. LETA may consolidate duplicative requests, as it deems reasonable.
- F. LETA shall review records in light of the Act and other applicable federal and state law and withhold records that contain private, confidential, protected, excepted, or exempted information.
- G. LETA is not required to black out or "redact" portions of a record that contain private, confidential, protected, excepted, or exempted information.
- H. LETA shall follow any applicable court rules and court orders.
- I. The official custodian may confer with legal counsel before responding to a request.
- J. Broad, general requests may be costly to the requestor because of the staff time required to fulfill these requests, resulting in Charges as outlined below.
- K. LETA may contact the requestor in an attempt to clarify or narrow a request. If the requestor agrees to narrow a request, then LETA will ask the requestor to re-submit the request in writing and the calculation of Deadlines as outlined below will begin again.
- L. LETA is not required to respond to harassing or abusive communications or to waive Charges as outlined below.
- M. LETA will produce records in electronic format, when possible.

VIII. Deadlines

- A. LETA will make a good-faith effort to respond to a request within three working days, per the Act. LETA may use the extension of time allowed, in which case, LETA has an additional seven business days to respond to a request, per the Act. If the nature of the request requires more time than set out in the Act, LETA will notify the requestor.
- B. LETA will make a good faith effort to process a request as promptly as is feasible considering relevant factors, such as:
 - The size and scope of the request.

- The volume of records needing LETA's review.
- The workload of the official custodian and LETA staff.
- The appropriate management of LETA staff workloads to avoid interference with the performance of other duties.
- The need for input from legal counsel (if applicable).
- Other prior requests.
- Whether records are in active use, in storage, or otherwise not readily available.

C. When calculating deadlines, LETA applies the following guidelines:

- The day the request is received is not counted.
- If a request is received after 5:00 p.m., it is considered received the next business day.
- Weekends and legal holidays do not count as a business day.
- For broad requests, LETA may put the timeframe for completion of the request on hold while LETA attempts to clarify or narrow the request.
- For requests that require a deposit or pre-payment of Charges as outlined below, LETA may put the timeframe for completion of the request on hold until payment is received.

III. Charges

- A. After the first hour, LETA charges the maximum hourly fee permitted by the Act for research, retrieval, and review. Under the Act, the fee is \$41.37 per hour and the fee may increase every five years.
- B. LETA shall keep a time log describing the time spent responding to a request after the first hour.
- C. LETA will require that the requestor approve a cost estimate and make a deposit before LETA does work to respond to the request.
- D. Reasonable charges shall be made for any copies requested. Such charges shall be reflective of the actual costs of reproduction. Reproduction costs shall not exceed the maximum amount set forth in the Colorado Open Records Act.
- E. The Authority does not charge for requests from official representatives of the signatories to the Intergovernmental Agreement for the Establishment of LETA.

IV. Construction and Interpretation

All questions about this policy should be directed to LETA's Chief Executive Officer.

Larimer Emergency Telephone Authority

Request for Information

Pursuant to the Colorado Open Records Act

DATE OF REQUEST:

TIME:

NAME:

ADDRESS:

TELEPHONE NUMBER:

EMAIL ADDRESS:

DESCRIPTION OF THE INFORMATION DESIRED:

RESPONSE DATE:

RESPONSE TIME:

(Receipt of this request by the Board is determined by the date/time stamp on the section.)

METHOD OF DELIVERY:

NUMBER OF PAGES:

AMOUNT PAID:

BY TITLE:

DENIAL OF REQUEST AND BASIS FOR DENIAL:

