



SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT

Guffey, Colorado • Established 1987

1745 County Road 102, Guffey, CO 80820 • (719) 689-9479 • www.guffeyfire.net

This is a public policy document of the Southern Park County Fire Protection District. Copies are available at Station §1 and at www.guffeyfire.net.

POLICY NO. 200-2.12 COLORADO OPEN RECORDS ACT (CORA) COMPLIANCE PROCEDURE *Southern Park County Fire Protection District • Series 200 — Governance & Administration*

Policy Number:	200-2.12	Document Number:	20260408_ADMIN_200-2.12_CORAComplianceProcedure_v0.7
Effective Date:	April 8, 2026	Adopted:	April 8, 2026
Reviewed / Revised:	—	Next Review:	Annual — Q1 each year
Approved By:	Board of Directors, SPCFPD	Classification:	PUBLIC POLICY DOCUMENT
Supersedes:	Portions of Legacy Policy #030 (Release of Information, 2012) — as to public records access procedures. This policy implements and expands upon BAM § 5.3. See also Policy 900-9.06 (Colorado Open Records Act — cross-reference entry).		
Cross-References:	BAM (§§ 5.2.1, 5.2.2, 5.3) • Policy 200-2.11 (Records Retention) • Policy 100-1.05 (File Naming) • Policy 200-2.04 (Confidentiality and Non-Disclosure) • C.R.S. § 24-72-201 et seq. (CORA) • C.R.S. § 24-72-202 (Inspection) • C.R.S. § 24-72-203 (Procedure) • C.R.S. § 24-72-204 (Exemptions) • C.R.S. § 24-72-205 (Fees) • C.R.S. § 24-72-206 (Enforcement) • C.R.S. § 24-80-101 et seq. (Local Government Records Act) • HIPAA 45 C.F.R. Parts 160, 164 • Policy 200-2.12C (CORA Response Letter Templates, Appendix C)		

1. PURPOSE

The Southern Park County Fire Protection District is a Colorado special district — a government entity created by and accountable to the public it serves. The Colorado Open Records Act (CORA), C.R.S. § 24-72-201 et seq., reflects the fundamental principle that records created or maintained by government agencies belong to the public. This policy establishes the District's procedures for receiving, processing, and responding to CORA requests in full compliance with Colorado law, and ensures that all personnel understand both the District's obligation to provide access to public records and its authority to protect legitimately exempt information.



Relationship to BAM and other policies. This policy implements BAM § 5.3 and supplements Policy 200-2.11 (Records Retention Schedule and Procedures). Together, they constitute the District's complete framework for public records management. The confidentiality obligations that restrict what District personnel may disclose are addressed separately in Policy 200-2.04 (Confidentiality and Non-Disclosure — pending). Nothing in this policy limits the District's obligation to respond to valid CORA requests.

2. SCOPE AND APPLICATION

This policy applies to all persons who receive, handle, or are asked to locate District records in connection with a CORA request, including all Board members, the District Chief, all paid staff, and any volunteer or contractor who receives a direct public inquiry about District records. The designated records custodian is responsible for all formal CORA responses; all other personnel receiving CORA inquiries must route them to the custodian immediately per § 5.

3. DEFINITIONS

The following definitions apply throughout this policy and are drawn from C.R.S. § 24-72-201 unless otherwise noted:

"Public Record." Any writing made, maintained, or kept by the District for use in the exercise of its governmental functions, or required to be kept by law. Includes records in any format — paper, electronic, audio, video, or other medium. C.R.S. § 24-72-202(6)(a).

"Records Custodian." The Secretary/Treasurer of the Board of Directors, who serves as the official CORA custodian for the District per BAM § 5.2.1. The District Chief serves as secondary custodian for operational records not held by the Secretary/Treasurer.

"Requester." Any person who submits a CORA request to the District. Colorado law does not require requesters to identify themselves, state the purpose of the request, or demonstrate any particular interest in the records. C.R.S. § 24-72-203(1).

"Exempt Record." A record or portion of a record that is not subject to inspection under one of the specific exemptions in C.R.S. § 24-72-204. Exemptions under C.R.S. § 24-72-204(2) are permissive — the custodian may choose to release an exempt record but is not required to do so. Exemptions under § 24-72-204(3) are mandatory — the custodian shall deny inspection of these records. See § 8 of this policy for the full distinction and a table of applicable exemptions.

"Redaction." The removal or obscuring of exempt portions of a record before producing the remainder in response to a CORA request. When a record contains both exempt and non-exempt information, the non-exempt portion must be produced. C.R.S. § 24-72-204(1).

"Working Day." Monday through Friday, excluding Colorado state holidays. All statutory timeframes under CORA are calculated in working days.

4. LEGAL FRAMEWORK

The following statutory provisions govern the District's CORA obligations:

- C.R.S. § 24-72-201 — Definitions. Establishes the scope of CORA and definitions of public record and custodian.
- C.R.S. § 24-72-202 — Inspection. All public records are open to inspection unless specifically exempted. Preliminary drafts, notes, and inter-office memoranda not retained in the ordinary course of business are excepted from inspection.
- C.R.S. § 24-72-203 — Procedure. The custodian must allow inspection at reasonable times during regular business hours. The custodian must respond within three (3) working days and may extend by up to seven (7) additional working days upon extenuating circumstances (C.R.S. § 24-72-203(3)(d)), providing written notice of the extension and the anticipated response date.
- C.R.S. § 24-72-204 — Exemptions. Subsection (2) establishes permissive exemptions — records the custodian may withhold at its discretion, erring toward disclosure. Subsection (3) establishes mandatory exemptions — records the custodian shall deny (with narrow exceptions for the person in interest). See § 8 and Appendix B for the distinction and application.



- C.R.S. § 24-72-205 — Fees. No fee may be charged for the first hour of research and retrieval. After the first hour, the maximum research rate is \$41.37/hour (effective July 1, 2024, per C.R.S. § 24-72-205(6)(a)). Actual duplication costs and enhanced electronic access fees may also apply. No per-page fee may be charged for records produced electronically. Fees may be waived if the request is primarily in the public interest. See § 7.
- C.R.S. § 24-72-206 — Enforcement. A requester denied access may seek a court order. Willful and knowing denial of a legitimate CORA request may subject the District to a civil penalty of up to \$1,000 per day and attorney's fees. C.R.S. § 24-72-206(1).
- C.R.S. § 24-80-101 et seq. — Local Government Records Act. Governs records retention and disposition, which affects what records exist to produce. See Policy 200-2.11.

Note on CORA vs. Discovery: CORA requests are distinct from legal discovery subpoenas and litigation document requests. If the District receives a subpoena, court order, or litigation hold notice, the District Chief shall notify District Counsel immediately. Do not treat a litigation document request as a CORA request. See Policy 200-2.11 § 4(d) (Litigation Hold).

5. RECEIVING AND ROUTING REQUESTS

- a. How requests are received. CORA requests may be submitted to the District in any of the following forms: in writing delivered to Station 1 (1745 County Road 102, Guffey, CO 80820); by email to the Secretary/Treasurer at the District's official email address; or verbally (in person or by telephone). Verbal requests should be confirmed in writing by the custodian before responding, but the three-business-day clock begins when the request is received, not when confirmed.
- b. Immediate routing to custodian. Any Board member, staff member, or volunteer who receives a request for District records — in any form, from any person — must route it to the records custodian (Secretary/Treasurer) on the same working day received. No person other than the records custodian (or, for operational records, the District Chief acting as secondary custodian) shall respond substantively to a CORA request. Informal provision of public records (e.g., pointing a requester to the District's website) is permitted but does not substitute for the formal CORA response process.
- c. Log immediately. The records custodian shall enter every CORA request into the CORA Request Log (Appendix A) on the day received. The log shall record: request number; requester name and contact (if provided); date received; description of records requested; due date (three working days from receipt); and disposition. The CORA Request Log is itself a public record, retained for three years per Policy 200-2.11.
- d. Requester identity and purpose. Colorado law does not permit the District to require a requester to identify themselves or state the purpose of their request as a condition of receiving records. The custodian may ask for identifying information to facilitate response (e.g., an email address to send electronic copies) but shall not deny a request solely because the requester declines to identify themselves. C.R.S. § 24-72-203(1).

6. REVIEW AND RESPONSE PROCEDURE

- a. Three-day response requirement. The custodian must respond to every CORA request within three (3) working days of receipt. C.R.S. § 24-72-203(3)(b). A response means one of the following: (i) producing the requested records; (ii) producing records with redacted exempt portions and identifying the exemption; (iii) denying the request in writing citing the specific statutory exemption; or (iv) providing written notice of extension per subsection (b).
- b. Extension for Extenuating Circumstances. If the custodian cannot fully respond within three (3) working days, the response period may be extended by up to seven (7) additional working days, but only if one or more of the following extenuating circumstances exists as defined in C.R.S. § 24-72-203(3)(d): (i) the request is for a voluminous amount of separately identifiable records requiring staff time that would unreasonably burden or interfere with other duties; (ii) the request is stated in terms having broad subject matter that makes its scope unclear; or (iii) the records are in active use, storage, or retrieval from inactive storage during a peak demand period. The custodian must provide written notice of the extension within



the initial three-working-day period. The notice must: identify the specific extenuating circumstance(s) that justify the extension; state the anticipated response date; and advise the requester of their right to seek review under C.R.S. § 24-72-206. Generalized workload or inconvenience does not constitute an extenuating circumstance. See Appendix C for a sample extension notice.

c. Exemption review. Before producing records, the custodian shall review each record (or category of records) against the exemptions in C.R.S. § 24-72-204 and Appendix B. Where a record is partly exempt, the custodian shall redact the exempt portion and produce the remainder, noting the redaction and the exemption cited. The custodian should consult District Counsel before denying any request in full. Blanket denials without specific statutory citation are not permitted.

d. Format of production. Records shall be produced in the format in which they are maintained (paper or electronic) unless the requester specifies a different format and that format is practicable. Electronic records shall be produced electronically where possible. The custodian is not required to create new records, compile information in new formats, or produce records in a format that does not already exist. No per-page copying fee may be charged for records produced in electronic format. C.R.S. § 24-72-205(5)(a). Electronic responses shall be transmitted consistent with Policy 200-2.15 § 4.2 (Tier 2 authentication for routine correspondence; Policy 200-2.15 is pending Board adoption — until adopted, transmission by verified District email address satisfies this requirement). C.R.S. § 24-72-203(3)(a).

e. Denial in writing. Any denial of a CORA request — in whole or in part — must be in writing, must identify the specific statutory exemption relied upon by section number, and must advise the requester of their right to seek judicial review under C.R.S. § 24-72-206. Verbal denials are not sufficient and do not satisfy the statutory requirement. See Appendix C for sample denial letter templates.

f. Consultation with District Counsel. The custodian should consult District Counsel before: (i) denying any request in whole; (ii) responding to a request involving litigation-sensitive records; (iii) responding to a request for personnel records; or (iv) responding to any request that appears designed to support pending or threatened litigation against the District. Consultation with Counsel is itself protected by the attorney-client privilege and does not extend the three-day response clock; seek Counsel's guidance promptly.

g. Acknowledgment of Receipt. The custodian shall send a written acknowledgment (by email if contact information is provided, or by mail) within one (1) working day of receiving a CORA request. The acknowledgment shall: confirm receipt; assign and state the CORA Request Number from the log; describe the records as understood; state the initial three-working-day due date; and advise the requester of the applicable fee schedule. The acknowledgment creates a contemporaneous record of when the statutory clock began. See Appendix C for a sample acknowledgment letter.

h. Publicly Available Records. If records requested are already publicly available on the District website (www.guffeyfire.net) or in another readily accessible format maintained in the ordinary course of business, the custodian may satisfy the production obligation by directing the requester in writing to the specific webpage, document, or physical location. The custodian shall provide the specific URL or location. This constitutes a complete and timely response and does not require duplicating or reformatting the records.

7. FEES FOR RESEARCH AND COPYING

a. Authorized fees. The District may charge for: (i) research and retrieval time, subject to the following: no fee may be charged for the first hour of research and retrieval time; after the first hour, the maximum rate is \$41.37 per hour (effective July 1, 2024, through June 30, 2029, pursuant to C.R.S. § 24-72-205(6)(a)); the Secretary/Treasurer shall confirm the current statutory maximum before assessing any fee and shall update the posted fee schedule upon any statutory adjustment; (ii) actual cost of duplication (paper, electronic media, postage); and (iii) fees for enhanced electronic access pursuant to C.R.S. § 24-72-205(3) if the District has established such a fee schedule.

b. Fee waiver. The custodian may waive fees in whole or in part if the requester demonstrates that the request is primarily in the public interest and not for commercial purposes, or if the cost of collecting fees would exceed the fees themselves. Fee waivers shall be documented in the CORA Request Log.

c. Fee schedule posting. The current fee schedule shall be posted at Station 1 and on the District website (www.guffeyfire.net) per BAM § 5.3.3. The custodian shall update the posted schedule when the statutory research rate is adjusted. No research-and-retrieval fee may be charged unless the current



schedule is posted and accessible at Station 1 and on www.guffeyfire.net at the time the request is received. The fee schedule must be publicly posted before any fee is assessed against any requester.

d. No fee for inspection only. A requester who wishes only to inspect records at Station 1 during regular business hours may not be charged a research fee unless the search itself requires substantial staff time. Copying fees apply only to actual copies made.

e. Deposit for Large or Complex Requests. If the custodian reasonably estimates that fulfilling a request will require more than four (4) hours of research and retrieval time, the custodian may require the requester to pay a deposit of up to fifty percent (50%) of the estimated fee before work begins. The custodian shall provide the requester with a written fee estimate. The three-working-day and extension response periods are tolled from the time the fee estimate is provided until the deposit is received. If the deposit is not received within ten (10) working days of the estimate, the custodian may close the request and notify the requester in writing. Any subsequent request for the same records shall be treated as a new request.

f. Unpaid Balances from Prior Requests. If a requester has an outstanding unpaid fee balance from a previous CORA request — including requests abandoned after research was performed — the custodian may require payment in full of the outstanding balance before beginning work on any new CORA request from that same requester. The custodian shall notify the requester in writing of the outstanding balance and the payment requirement. The statutory response period for the new request is tolled until the outstanding balance is paid. This provision shall be applied consistently and shall not be used to withhold records already publicly accessible at no cost. Outstanding balances shall be tracked in the CORA Request Log.

8. EXEMPT RECORDS

The exemptions in C.R.S. § 24-72-204 are of two types and must be distinguished. Subsection (2) exemptions are permissive — the custodian may withhold these records but is not required to do so, and should err toward disclosure consistent with CORA’s presumption of openness. Subsection (3) exemptions are mandatory — the custodian shall deny inspection of these records, with the narrow exception that a person in interest (such as the subject of the record) may have access. Applying a permissive exemption as though it were mandatory, or failing to apply a mandatory exemption, are both compliance errors. The custodian shall evaluate each claimed exemption in context. When in doubt about whether an exemption applies or which type governs, consult District Counsel before responding. The Appendix B quick-reference table identifies whether each exemption is mandatory (§ 204(3)) or permissive (§ 204(2)). The following quick-reference table lists the exemptions most likely to arise in District CORA requests. This list is not exhaustive; the full list of permissive exemptions is in C.R.S. § 24-72-204. See also Appendix B.

Exempt Category	Scope / Key Limitation	Statutory Authority
Personnel files and employment records	Exempt except for (a) final disciplinary action resulting in discharge or suspension, (b) letters of commendation. Home address, personal phone/email exempt separately.	C.R.S. § 24-72-204(3)(a)(II)
Attorney-client privileged communications	Only if privilege has not been waived. Applies to communications with District Counsel.	C.R.S. § 24-72-204(3)(a)(IV)
Records of ongoing criminal investigations	Exempt if disclosure would impede the investigation or endanger persons.	C.R.S. § 24-72-204(2)(a)(I)
Executive session materials	Three distinct categories governed by different rules. (1) Electronic recording: NOT a public record — categorically excluded from CORA; may only be reviewed by a court on proper motion; retain minimum 90 days. No recording required for portions constituting privileged attorney-client communications where District Counsel attests on the record or in a signed written statement (attestation noted in open meeting minutes per BAM § 3.4.3). (2) Written session log (topic, statutory basis, persons present, times): NOT a public record	C.R.S. § 24-6-402(2)(d.5) (recording — not a public record); BAM §§ 3.4.3, 5.1.4 (recording and written log); C.R.S. § 24-72-204(3)(a)(IV) (attorney-client — mandatory; see separate row); C.R.S. § 24-72-202(6)(b) (deliberative docs — permissive)



	— internal compliance record; not subject to CORA disclosure. (3) Other written materials generated in connection with executive session: no blanket exemption — analyze each document individually under the standard CORA framework. Attorney-client privileged communications: mandatory exemption (§ 24-72-204(3)(a)(IV), see separate row). Preliminary drafts not retained in the ordinary course of business: permissive exemption (§ 24-72-202(6)(b)). Agenda items and motions to enter executive session: public records — produce. Custodian must analyze each document individually and consult District Counsel before withholding any written material beyond the recording and log.	
Patient / medical records (HIPAA)	EMS patient care reports and all protected health information. Disclose only per HIPAA. Requester may seek through appropriate medical provider.	HIPAA 45 C.F.R. § 164.512; C.R.S. § 24-72-204(3)(a)(I)
Personal financial information	Bank account numbers, credit card numbers, Social Security numbers, and other personal financial data of individuals.	C.R.S. § 24-72-204(3)(a)(III)
Security plans and vulnerability assessments	Specific security measures, station access codes, infrastructure vulnerabilities.	C.R.S. § 24-72-204(2)(a)(VIII)
Confidential commercial / trade secret information	Applies to third-party vendor information marked confidential and qualifying as trade secret.	C.R.S. § 24-72-204(3)(a)(IV)
Draft and deliberative documents	Preliminary drafts, notes, inter-office memoranda not retained in ordinary course of business.	C.R.S. § 24-72-202(6)(b)
Home addresses of government employees	Physical home addresses of Board members, District Chief, and other District employees.	C.R.S. § 24-72-204(3)(a)(II)
Harassment investigation records	Records of sexual harassment complaints and investigations conducted by or on behalf of the District. Mandatory exemption — the custodian shall deny inspection. Exception: a person in interest (the complainant, the accused, or their authorized representative) may access their own records without disclosure of other individuals' identities. Administrative agencies may also access such records upon a showing of necessity. C.R.S. § 24-72-202 (definition of person in interest).	C.R.S. § 24-72-204(3)(a)(X)

Important: Exemptions protect specific categories of information, not entire records. If a record contains both exempt and non-exempt information, the non-exempt portions must be produced with the exempt portions redacted. The custodian must note the redaction and cite the specific statutory exemption. A record is not exempt simply because it is marked “confidential” or “internal” unless it falls within a specific statutory category.

Note: See Appendix C for sample CORA response letter templates, including acknowledgment of receipt, extension notice, partial production notice, and full denial notice.

9. ROLES AND RESPONSIBILITIES

a. Secretary/Treasurer (Primary Custodian). Receive all CORA requests; maintain the CORA Request Log; conduct or coordinate records searches; review records for exemptions; produce, redact, or deny records within the statutory timeframe; consult District Counsel as warranted; post and maintain the fee schedule; produce electronic responses consistent with Policy 200-2.15 § 4.2 (pending Board adoption — until adopted, verified District email satisfies Tier 2 authentication); and report CORA activity to the Board at least annually.



- b. District Chief (Secondary Custodian — Operational Records). Respond to CORA requests for operational records (incident reports, apparatus records, training records, EMS records) when designated by the Secretary/Treasurer; coordinate with the Secretary/Treasurer to avoid duplicate or conflicting responses; and ensure HIPAA-protected EMS records are handled in compliance with § 8 and federal law before any production.
- c. All Board Members and Personnel. Route any CORA request received — in any form — to the Secretary/Treasurer on the same working day; do not respond substantively to CORA requests; do not destroy, conceal, or alter records once a CORA request has been received or a litigation hold has been issued; and report any suspected unauthorized destruction of records immediately.
- d. District Counsel. Advise the custodian on contested or complex exemption questions; review responses involving personnel records, executive session materials, and litigation-sensitive records; and represent the District in any judicial enforcement proceeding.

10. CORA REQUEST LOG AND RECORDKEEPING

The Secretary/Treasurer shall maintain a CORA Request Log documenting every request received. CORA requests shall be numbered in the format YYYY-CORA-NNN (e.g., 2026-CORA-001), where YYYY is the calendar year, CORA is a fixed identifier, and NNN is a three-digit sequential number. Numbering restarts at 001 each calendar year consistent with the annual log. The log is a public record and shall be retained for three (3) years per Policy 200-2.11 § 5 (Administrative Records). The log shall be produced in response to a CORA request for it without redaction, except that home addresses and personal contact information of requesters (if any was voluntarily provided) may be redacted under C.R.S. § 24-72-204(3)(a)(II). A blank log template is provided in Appendix A. The log shall include a column for outstanding balances from prior requests to facilitate application of § 7(f). See Appendix A for the updated log template.

11. TRAINING AND AWARENESS

The Secretary/Treasurer shall ensure that all Board members receive basic CORA awareness training within thirty (30) days of adoption of this policy and at least every two years thereafter, or within thirty (30) days of being seated as a new Director. CORA training may be integrated with the annual Open Meetings Law training required by C.R.S. § 24-6-402(12). The District Chief shall ensure that all paid staff who may receive records inquiries from the public understand the routing requirements of § 5(b). Training shall cover at minimum: (i) this policy in full; (ii) the current fee schedule, including the first-hour rule and current maximum rate; (iii) the mandatory versus permissive exemption distinction under C.R.S. § 24-72-204; (iv) common compliance pitfalls, including improper extensions citing generalized workload, blanket denials without statutory citation, and failure to produce non-exempt portions of partially exempt records; and (v) the routing requirement applicable to all personnel under § 5(b). Records of training attendance, including date, participants, and materials covered, shall be maintained for three (3) years and are public records subject to CORA.

12. ANNUAL REVIEW AND AMENDMENT

This policy shall be reviewed annually in the Q1 review cycle per Policy 100-1.06. The Secretary/Treasurer shall confirm that the fee schedule in § 7 reflects the current statutory rate before each review cycle. Amendment requires a majority Board vote at a duly noticed public meeting per Policy 100-1.06 § 5.

13. SEVERABILITY

If any provision of this policy is held invalid or unenforceable, the remaining provisions shall continue in full force and effect.



PASSAGE AND ADOPTION.

PASSED, APPROVED, AND ADOPTED by the Board of Directors of the Southern Park County Fire Protection District at a duly noticed regular meeting held on April 8, 2026, by the following vote:

Director	AYE	NAY	ABSTAIN
Sean English (Board Chair)	AYE		
Mike Brandt (Secretary/Treasurer)	AYE		
Mike Parrish	AYE		
Mike Smith	AYE		
Jennifer Taylor	AYE		

ORIGINALS WITH SIGNATURES AVAILABLE AT STATION 1

ATTESTATION.

IN WITNESS WHEREOF, the undersigned duly authorized officers hereby attest to the adoption of this policy.

Sean English

Board Chair — Board of Directors, SPCFPD

Date: April 8, 2026

Mike Brandt

Sec/Treasurer — Board of Directors, SPCFPD

Date: April 8, 2026

Mike Parrish

Board Member — Board of Directors, SPCFPD

Date: April 8, 2026

Mike Smith

Board Member — Board of Directors, SPCFPD

Date: April 8, 2026

Jennifer Taylor

Board Member — Board of Directors, SPCFPD

Date: April 8, 2026

CERTIFICATION.

I, Mike Brandt, Secretary/Treasurer of the Board of Directors of the Southern Park County Fire Protection District, Park County, Colorado, hereby certify that the foregoing is a true and correct copy of Policy 200-2.12 duly adopted at a regular public meeting held on April 8, 2026, at which a quorum was present and acting throughout.

Mike Brandt

Secretary/Treasurer — Southern Park County Fire Protection District

Date: April 8, 2026



APPENDIX A — CORA REQUEST LOG TEMPLATE

Policy 200-2.12 § 10 • Maintained by: Secretary/Treasurer • Retention: 3 years (Policy 200-2.11) • This log is a public record.

Table with 8 columns: CORA Req #, Requester Name & Contact, Date Received, Due Date, Date Responded, Fulfilled / Partial / Denied, Notes (Fees, Exemption Cited, Extension), Outstanding Balance (\$)

Continue on additional pages as needed. Each calendar year should begin a new log. File per Policy 100-1.05 naming convention: YYYYMMDD_ADMIN_CORA_RequestLog_YYYY.

APPENDIX B — EXEMPTION QUICK-REFERENCE

C.R.S. § 24-72-204 • Most common exemptions for SPCFPD CORA requests. Exemptions are permissive. Consult District Counsel before denying any request in full.

Table with 3 columns: Exempt Category, Scope / Key Limitation, Statutory Authority

Note on Exemption Types: Mandatory exemptions (§ 204(3)) SHALL be denied — the custodian must withhold these records (with narrow exceptions for the person in interest). Permissive exemptions (§ 204(2)) MAY be withheld — the custodian has discretion and should err toward disclosure. When in doubt, consult District Counsel.

Table with 3 columns: Exempt Category, Scope / Key Limitation, Statutory Authority. Rows include Personnel files and employment records, Attorney-client privileged communications, Records of ongoing criminal investigations, and Executive session materials.



	permissive exemption (§ 24-72-202(6)(b)). Agenda items and motions to enter executive session: public records — produce. Custodian must analyze each document individually and consult District Counsel before withholding any written material beyond the recording and log.	
Patient / medical records (HIPAA)	EMS patient care reports and all protected health information. Disclose only per HIPAA. Requester may seek through appropriate medical provider.	HIPAA 45 C.F.R. § 164.512; C.R.S. § 24-72-204(3)(a)(I)
Personal financial information	Bank account numbers, credit card numbers, Social Security numbers of individuals.	C.R.S. § 24-72-204(3)(a)(III)
Security plans and vulnerability assessments	Specific security measures, station access codes, infrastructure vulnerabilities.	C.R.S. § 24-72-204(2)(a)(VIII)
Confidential commercial / trade secret information	Applies to third-party vendor information marked confidential and qualifying as trade secret.	C.R.S. § 24-72-204(3)(a)(IV)
Draft and deliberative documents	Preliminary drafts, notes, inter-office memoranda not retained in ordinary course of business.	C.R.S. § 24-72-202(6)(b)
Home addresses of government employees	Physical home addresses of Board members, District Chief, and other District employees.	C.R.S. § 24-72-204(3)(a)(II)

Document Revision History

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PROCEDURE

Policy: 200-2.12 — CORA COMPLIANCE

Ver.	Date	Author	Changes
v0.1	April 8, 2026	Board of Directors	Initial adoption. Establishes the District’s formal CORA compliance procedure. Implements BAM § 5.3 and supplements Policy 200-2.11 (Records Retention). Partially supersedes Legacy Policy #030 as to public records access procedures. Incorporates C.R.S. § 24-72-201 et seq. statutory requirements. Includes Appendix A (CORA Request Log) and Appendix B (Exemption Quick-Reference). Adopted from draft based on confidentiality policy (20260218_ADMIN_200-2_12_Confidentiality_DRAFT_v0_1.docx) — that draft’s confidentiality provisions are separately addressed in Policy 200-2.04 (pending). ADOPTED April 8, 2026.
v0.2	April 8, 2026	Board of Directors	Eighteen targeted amendments per external policy review and legal compliance analysis. CRITICAL LEGAL UPDATES: (1) § 3: “Business Day” renamed to “Working Day” throughout per C.R.S. § 24-72-203. (2) § 4: C.R.S. § 24-72-204 description updated to distinguish mandatory (§ 204(3)) and permissive (§ 204(2)) exemptions. (3) § 4: C.R.S. § 24-72-205 description updated to include first-hour rule and current rate (\$41.37/hr). (4) § 6(b): “Good cause” replaced with statutory “extenuating circumstances” standard per C.R.S. § 24-72-203(3)(d) with three-part test. (5) § 7(a): First-hour rule added; rate corrected to \$41.37/hr (effective July 1, 2024). (6) § 7(c): Added posting-before-assessment requirement. (7) § 8: Corrected mandatory vs. permissive characterization. NEW SUBSECTIONS: (8) § 6(g): Acknowledgment of receipt requirement. (9) § 6(h): Publicly available records redirect provision. (10) § 6(d): No per-page fee for electronic production; Policy 200-2.15 cross-reference. (11) § 7(e): Deposit option for requests exceeding 4 hours. (12) § 7(f): Unpaid balances from prior requests provision. OTHER UPDATES: (13) § 9(a): Policy 200-2.15 cross-reference. (14) § 10: Outstanding balance column reference. (15) § 11: Strengthened training requirements. (16) App B: Mandatory/permissive note; harassment investigation row; personal financial info citation corrected (III→IV). (17) BAM v1.0→v1.5 throughout. (18) App C reference noted throughout. Implements BAM § 5.3 and supplements Policy 200-2.11 (Records Retention). Partially



			supersedes Legacy Policy #030 as to public records access procedures. Incorporates C.R.S. § 24-72-201 et seq. statutory requirements. Includes Appendix A (CORA Request Log) and Appendix B (Exemption Quick-Reference). Adopted from draft based on confidentiality policy (20260218_ADMIN_200-2.12_Confidentiality_DRAFT_v0_1.docx) — that draft's confidentiality provisions are separately addressed in Policy 200-2.04 (pending). ADOPTED April 8, 2026.
v0.3	April 8, 2026	Board of Directors	Administrative alignment. Added cross-reference to companion document Policy 200-2.12C (CORA Response Letter Templates, Appendix C, Document No. 20260408_ADMIN_200-2.12C_CORALetters_ADOPTED-v1.0), providing four model letters: (1) Acknowledgment of Receipt (§ 6(g)); (2) Extension Notice (§ 6(b)); (3) Partial Production with Redaction Notice (§§ 6(c)–6(e)); (4) Full Denial Notice (§§ 6(e)–6(f)). Document number updated to v1.2.
v0.4	April 8, 2026	Board of Directors	II-9: Corrected pre-filled AYE checkboxes in the Passage and Adoption vote table. Identical template error to Policy 200-2.11 (Issue II-8): all five director checkboxes were pre-set to <input type="checkbox"/> while all date fields read "April 8, 2026." All checkboxes reset to <input type="checkbox"/> consistent with pending-adoption status. CRITICAL: This correction must be in place before the special meeting at which Policy 200-2.12 is presented for adoption. Fields to be populated by Secretary/Treasurer immediately following the Board vote.
v0.5	April 8, 2026	Board of Directors	Administrative correction: removed version number from BAM cross-references throughout this policy. "BAM v1.0 § 5.3" corrected to "BAM § 5.3" and "BAM v1.0 (§§ 5.2.1, 5.2.2, 5.3)" corrected to "BAM (§§ 5.2.1, 5.2.2, 5.3)". Version numbers stripped from BAM cross-references to prevent staleness on future BAM amendments, consistent with the convention used throughout the 100-Series and other 200-Series policies.
v0.6	April 8, 2026	Board of Directors	Fourteen corrections per legal critique received 2026-03-31. (1) § 8 body: Personal financial information citation corrected from (3)(a)(IV) to (3)(a)(III); row description corrected to match Appendix B. (2) § 3: Exempt Record definition revised to correctly distinguish mandatory (§ 204(3)) from permissive (§ 204(2)) exemptions with pointer to § 8. (3) § 8 / App B: Harassment investigation records row flagged with counsel review note — mandatory/permissive classification and citation require verification by District Counsel before adoption. (4) App A: Outstanding Balance column added to CORA Request Log template. (5) § 6(d): Policy 200-2.15 cross-reference updated with contingency parenthetical (operative standard until 200-2.15 is adopted). (6) § 9(a): Same contingency parenthetical added. (7) § 10: CORA request number format added (YYYY-CORA-NNN, restarts annually).
v0.7	April 8, 2026	Board of Directors	§ 8 body table and Appendix B: Executive session materials row expanded from a single compressed entry into a three-part description distinguishing (1) electronic recording (not a public record, excluded from CORA, 90-day minimum retention, court-review-only, attorney-client attestation exception per BAM § 3.4.3); (2) written session log (not a public record, internal compliance record only, per BAM § 5.1.4); and (3) other written materials (no blanket exemption — individual document analysis required; attorney-client remains separate mandatory exemption (§ 24-72-204(3)(a)(IV)); deliberative docs permissive exemption (§ 24-72-202(6)(b)) noted; agenda/motions are public records). Custodian instruction added: analyze each document individually; consult District Counsel before withholding. Citations updated to include BAM §§ 3.4.3 and 5.1.4 and § 24-72-202(6)(b).
v0.8	April 7, 2026	District Counsel / Board Chair	§ 8 body table and Appendix B: Harassment investigation records row updated per District Counsel (Dylan Woods) determination, April 7, 2026. Citation C.R.S. § 24-72-204(3)(a)(X) confirmed correct and applicable to sexual harassment records for special districts.



			Exemption confirmed MANDATORY (§ 204(3)). “Permissive exemption” label removed; row description rewritten to state mandatory character and person-in-interest exception (complainant, accused, authorized representative; administrative agencies upon showing of necessity per C.R.S. § 24-72-202). Pending counsel review note removed from both § 8 body and Appendix B.
V1.0	April 8, 2026	Board of Directors	Initial adoption by Resolution No. 2026-04-04, April 8, 2026. Supersedes Legacy Policy #030 (Release of Information, 2012) as to public records access procedures. Effective April 8, 2026. Document number updated from DRAFT-v0.8 to ADOPTED-v1.0 per Policy 100-1.05. BAM cross-references updated to BAM v1.0 (adopted April 8, 2026 by Resolution 2026-04-01). Companion document Policy 200-2.12C (CORA Response Letter Templates) adopted simultaneously.

This policy shall be interpreted consistently with: BAM (§§ 5.2.1, 5.2.2, 5.3); Policy 200-2.11 (Records Retention); Policy 100-1.05 (File Naming Convention); Policy 200-2.04 (Confidentiality and Non-Disclosure — pending); C.R.S. § 24-72-201 et seq. (CORA); C.R.S. § 24-80-101 et seq. (Local Government Records Act); HIPAA 45 C.F.R. Parts 160 and 164. Note: The confidentiality draft submitted as “200-2.12” on February 18, 2026 has been reassigned to Policy 200-2.04 (pending). That policy addresses what personnel may not disclose; this policy addresses what the District must disclose.

— END OF POLICY 200-2.12 —