

**RESOLUTION OF THE BOARD OF DIRECTORS OF
GRANBY RANCH METROPOLITAN DISTRICT**

A RESOLUTION ADOPTING AND APPROVING A FIRST AMENDMENT TO THE PUBLIC RECORDS POLICY REGARDING THE INSPECTION, RETENTION AND DISPOSAL OF PUBLIC RECORDS

WHEREAS, the Colorado Open Records Act (“Open Records Act”), as set forth in Section 24-72-200.1, *et seq.*, C.R.S., as amended, requires all public records of political subdivisions of the State to be open for inspection by any person at reasonable times except as otherwise provided in the Open Records Act; and

WHEREAS, on November 10, 2023, via resolution, the Board of Directors (the “Board”) of Granby Ranch Metropolitan District (the “District”) adopted an Amended and Restated Public Records Policy Regarding the Inspection, Retention and Disposal of Public Records in compliance with the Open Records Act, (the “Public Records Policy”); and

WHEREAS, the Board desires to amend the District’s Public Records Policy to adjust certain fees imposed for copies of public records.

NOW THEREFORE, THE BOARD OF DIRECTORS OF GRANBY RANCH METROPOLITAN DISTRICT HEREBY ADOPTS THE FOLLOWING FIRST AMENDMENT TO THE PUBLIC RECORDS POLICY:

1. Fees for Copies of Public Records. The District hereby amends and restates Paragraph 7 of the Public Records Policy in its entirety as follows:

7. Fees for Copies of Public Records. The custodian shall furnish copies, printouts or photographs of public records requested for a fee as follows:

a. Where the fee for a certified copy or other copy, printout, or photograph of a public record is specifically prescribed by law, the specific fee shall be charged. If a fee is not specifically prescribed by law, the custodian will furnish copies, printouts, or photographs of a public record for a fee of \$0.25 per standard page. The custodian shall charge a fee not to exceed the actual cost of providing a copy, photograph, or printout in a form other than a standard page. The custodian shall charge the actual costs that the custodian incurs in having the copies made off-site by an outside copying facility.

b. If, in response to a specific request, the custodian performs a manipulation of data so as to generate a record in a form not used by the District, an administrative fee of \$41.37 per hour shall be charged to the person or entity making the request. Such fee shall be automatically adjusted at such time as the research and retrieval fee is adjusted as set forth in Paragraph 7.c. below, without further approval by the District, and shall be adjusted to the same amount as the research and retrieval fee. An individual or entity making a subsequent request for the same or similar records shall be charged the same fee.

c. If the amount of time required by the custodian to research and retrieve the documents necessary to fulfill a specific request exceeds one hour, including the time required to identify and segregate records that must or may not be produced, the person or entity making the request shall be charged a research and retrieval fee of \$41.37 per hour. Such fee shall be automatically adjusted, without further approval by the District, to the amount established by the State Director of Research of the Legislative Council from time to time. The District will not impose a charge for the first hour of time expended in connection with the research and retrieval of public records. This imposition of this fee shall be effective upon the publishing of this Public Records Policy in accordance with the Open Records Act.

d. In the event a public record must be scanned and saved electronically prior to transmitting the public record via electronic mail to the requestor, the requestor shall be charged fifteen cents (\$0.15) per scanned page unless otherwise waived by the custodian.

4. Future Amendments to Public Records Policy. The Board may further amend the Public Records Policy from time to time as the Board deem necessary.

5. Effective Date. This Resolution shall take effect on the date and at the time of its adoption.

(Signature Page Follows)

APPROVED AND ADOPTED THIS 18TH DAY OF NOVEMBER, 2024.

GRANBY RANCH METROPOLITAN DISTRICT

Signed by:
By: Matthew Girard
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Matt Girard, President

Signature Page to First Amendment to Amended and Restated Public Records Policy