



## NORTHERN WATER PUBLIC RECORDS REQUEST POLICY

### POLICY STATEMENT

The Northern Colorado Water Conservancy District, Municipal Subdistrict, Northern Colorado Water Conservancy District, and related enterprises (collectively "Northern Water") are quasi-municipal subdivisions of the State of Colorado. As such, Northern Water is subject to the requirements of the Colorado Open Records Act, C.R.S. 24-72-201, et seq. (commonly known as "CORA") which provides that "...the official custodian of any public records may make such rules and regulations with reference to the inspection of such public records as are reasonably necessary for the protection of such public records and the prevention of unnecessary interference with the regular discharge of the duties of the custodian of his office."

This policy sets forth rules for the inspection of public records in the custody or control of Northern Water. These rules are necessary to ensure the protection of such records and prevent unnecessary interference with the custodian's regular discharge of duties. These rules also provide instructions to the public for submitting CORA requests and lists the standardized fees for the time and resources used in researching, reviewing, preparing, and producing such records. C.R.S. 24-72-203

### SUBMISSION OF PUBLIC RECORDS REQUESTS

CORA requests for Public Records must be in writing and submitted to the Records Custodian as specified below. Requestors are encouraged to use the *Records Request Form* available on Northern Water's website at <https://www.northernwater.org/about-us/records-request>

Mail or hand-deliver during normal business hours to:  
Northern Water – attention Records Custodian  
220 Water Avenue  
Berthoud, CO 80513

Or by email to: [recordsrequest@northernwater.org](mailto:recordsrequest@northernwater.org)

***A CORA request for Public Records made to any person other than the Records Custodian or sent to any other Northern Water email address will not be accepted.***

All requests must contain the following information:

- Requestors full name, address, and telephone number
- Company or agency name (if applicable)
- Email address (if applicable for electronic transmission of records)
- A detailed description of the records requested (*Please be as specific as possible in describing the requested records. Broad, general requests may result in increased costs due to the staff time required to fulfill these requests*)



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- A statement as to whether the request is for inspection, copying, or electronic transmittal of the public record(s)

Northern Water will not accept a request that is incomplete or does not contain all required information. The Records Custodian will notify the requestor if the request is not accepted or if the payment of fees is required. A Public Record Request will only be processed after the Records Custodian has accepted the request as complete and received payment of any applicable fees.

### **COLLECTION OF PUBLIC RECORDS**

Northern Water will respond to most requests for Public Records within three business days. Requests received after 4:00 p.m. on a business day, weekend, or holiday will be considered to have been received on the next business day. The response time begins the first working day following acceptance of the request and payment of fees (if applicable).

The Records Custodian may determine that up to a seven-working-day extension for extenuating circumstances is needed as described in C.R.S. 24-72-203(3)(b). If an extension is necessary, the Records Custodian will notify the requester in writing of the need for additional time.

Northern Water will not begin collection of the requested records until all associated research and retrieval fees (if applicable) are paid in full (as described in the "Fees" section of this policy) unless a written exception is made in accordance with this policy.

### **INSPECTION OF RECORDS**

Public Records will be made available for inspection or copying by appointment at Northern Water's headquarters, 220 Water Ave., Berthoud, CO 80513, during the hours of 8:00 a.m. to 12:00 noon and 1:30 p.m. to 4:00 p.m., Monday through Friday, exempting holidays and emergency response events.

Public Record inspection will be under the active supervision of a Northern Water representative. Public Records can only be retrieved, filed, or copied by Northern Water staff.

### **DENIAL OF REQUESTS**

Northern Water may deny the inspection of Public Records as provided by CORA or other legal requirements as described in C.R.S. 24-72-204. In denying the inspection of records, Northern Water will notify the requestor in writing and act in accordance with the additional provisions of C.R.S. 24-72-204.



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### FEES

At its discretion, Northern Water may charge a fee (billed in half-hour increments) for the time needed to research and retrieve Public Records. This fee shall be the maximum hourly rate specified in C.R.S. 24-72-205(6)(a). There is no charge for the first hour of time expended as provided by statute.

If a request is expected to require more than one hour to fulfil, the Records Custodian will provide the requestor a cost estimate in writing which includes time needed for staff to research, retrieve, redact, assemble, and transmit the requested records. The requestor must approve the cost estimate in writing and pay the fee in full before Northern Water will begin fulfilling the request. Northern Water will notify the requestor if it later determines that the costs associated with the research and retrieval of the records are likely to exceed the original estimate. Northern Water will refund any excess payments. Payment, accepted by check or cash only, may be made in person or mailed to:

Northern Water  
220 Water Avenue  
Berthoud CO 80513

Payment is due within 30 days of the requestor approving the cost estimate. If payment is not received within 30 days, the CORA request will be considered terminated. Northern Water will not issue multiple invoices for a single CORA request, and we do not accept credit card payments.

#### Additional Fees:

- 8 ½ x 11 paper copies: 25 cents per page; first five pages are free
- 11 x 17 paper copies: 30 cents per page
- Electronic images: the actual cost of delivery device used; no charge for electronic transmission
- Maps and aerial photos: the actual cost as determined.

Public Records will be provided in an electronic form whenever possible to reduce costs.