

STAFF SUMMARY
For
BOCC MEETING PRESENTATION

Date of Presentation: February 14, 2018

Staff Lead: Director of Administration/County Attorney

Effectuated Departments and Offices Effectuated: All

Topic: Open Records Policy

1. Purpose: Update current County Policy regarding Open Records Requests.

2. Background: During the 2017 Legislative Session, Senate Bill 17-040 updated the Colorado Open Records Act.

3. Key Points:

(1) The draft document incorporates the changes legislated in SB 17-040, clarifies county procedures in regard to management of open record requests and updates the document in accordance with the policy format adopted in County Policy A-00, *Policy Management*.

(2) Establish "Custodian of Records" - for County and/or other Elected Offices

(3) Update Fee Structure, as needed.

(4) Review process with posting to website of commonly requested docs.

4. Impact on County:

a. Fiscal: None.

b. Services: Clarifies processes for responding to public records requests.

c. Infrastructure: None.

5. BOCC Action Required: Review and discuss changes.

6. Required Decision Date: February 28, 2018 (per BOCC Request)

7. Point of Contact: Director of Administration, Justin Klassen.

8. Enclosure: Draft Policy B-02, *Open Records Policy*