

MOUNTAIN EXPRESS PUBLIC RECORDS (CORA) POLICY

I. PURPOSE

The purpose of this policy is to ensure compliance with the Colorado Open Records Act (“CORA”), C.R.S. § 24-72-201 et seq., and to establish guidelines for the handling of requests for inspection and copying of public records maintained by Mountain Express.

II. SCOPE

This policy applies to all public records in the custody or control of Mountain Express, including records created, received, or maintained by Mountain Express employees, officers, contractors, and members of the governing board, regardless of physical form or format.

III. OFFICE OF PRIMARY RESPONSIBILITY

The Custodian of Records for Mountain Express is the Managing Director, or his or her designee. The Custodian of Records is responsible for receiving, processing, and responding to public records requests in coordination with agency leadership and legal counsel, as appropriate.

IV. POLICY STATEMENT

It is the policy of Mountain Express that public records shall be open for inspection by members of the public at reasonable times, except as otherwise provided by CORA or other applicable laws. This policy is intended to provide guidance for responding to public records requests and may be interpreted and applied by the Custodian of Records in consultation with legal counsel.

V. PUBLIC RECORDS REQUEST FORM

To ensure efficient and consistent handling of public records requests, Mountain Express requires that requests be submitted on the official Mountain Express Public Records Request Form. Requests are considered received once a completed form is submitted during regular business hours.

VI. FEES

Records may be provided at no charge if they are readily available and require no more than one (1) hour of staff time to locate, review, and provide. Copy costs are \$0.25 per standard page. Staff time beyond one hour shall be charged at \$41.37 per hour. Actual costs associated with reproduction, data storage devices, postage, or special handling may also be charged. The Managing Director may waive fees for good cause, consistent with CORA.

If a request is expected to exceed one (1) hour of staff time or involve significant copying or production costs, Mountain Express may provide the requestor with a written estimate of anticipated fees prior to processing the request.

For requests estimated to exceed \$100 in total costs, Mountain Express may require a deposit of fifty percent (50%) of the estimated amount before commencing work. Any remaining balance must be paid in full prior to the release of records. If the actual cost is less than the deposit paid, the excess amount shall be refunded. Mountain Express may suspend processing of a request until any required deposit or payment is received.

VII. INSPECTION OF PUBLIC RECORDS

Inspection of public records shall be made available within three (3) working days after receipt of a properly submitted request, subject to extensions permitted by law. Mountain Express is not required to create new records, provide access to internal systems, or provide records in a particular format.

VIII. DELIVERY OF RECORDS

Records may be provided in person, by email (subject to size limitations), via secure cloud-based delivery, or by mail, as determined reasonable by Mountain Express.

IX. SEVERABILITY

If any provision of this policy is determined to be invalid or unenforceable, such determination shall not affect the remaining provisions.