EAST BOULDER COUNTY WATER DISTRICT
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Colorado Open Records Act Policy
Adopted by the Board of Directors 12 October 2026.

1. Authority

This policy is adopted under the Colorado Open Records Act, C.R.S. § 24-72-201 et seq. ("CORA"), including § 24-72-203(1)(a). It governs all requests to inspect or copy District public records.

2. Official Custodian

The Board designates the President of the Board, currently Marsh Lavenue, as the District's official custodian of records ("Custodian"). The Custodian may delegate tasks to District contractors but remains responsible for responses.

3. Submitting Requests

1. Requests must be in writing and sent to the Custodian by registered U.S. mail at 841 Paragon Drive, Boulder, CO 80303.
2. A request sent by any other method, or to any other person or address, is not received until the Custodian receives it.
3. A request must describe the records sought with enough specificity for the Custodian to locate them with reasonable effort. The Custodian may ask the requester to clarify or narrow a request.
4. The District has no public office. A request received after 5:00 PM or on a Saturday, Sunday, or legal holiday is received on the next working day.

4. Response

1. The Custodian will respond within the time allowed by C.R.S. § 24-72-203(3), including any extension for extenuating circumstances.
2. Records will be provided electronically where practical. In-person inspection is by appointment.
3. The District is not required to create, compile, summarize, or reformat records that do not already exist.
4. Where records do not exist or are not in the District's custody, the Custodian will say so in writing.
5. Records or portions of records withheld under C.R.S. § 24-72-204 or other law will be identified, and the grounds stated in writing on request.

5. Fees

1. **Research and retrieval:** The first hour is free. Additional time is charged at $41.37 per hour, the maximum rate allowed under C.R.S. § 24-72-205(6) as of the date of adoption.
2. **Copies:** Paper copies at the maximum per-page rate allowed under C.R.S. § 24-72-205(5)(a). Electronic records at actual cost, with no charge for emailing.
3. **Estimate and payment:** The Custodian will give the requester a written estimate before incurring fees. All fees must be paid before records are released. Payment may be made by check or by any electronic method the District accepts for other payments.

6. Posting

This policy will be posted on the District's website.

MARSH LAVENUE, *PRESIDENT* | CATHERINE GEE, *VICE-PRESIDENT* | ROBERT CHAMP, *SECRETARY* | YVONNE GATES, *TREASURER* | P.J. BOSTLEY, *DIRECTOR*