



Agenda Item Summary

MEETING DATE: February 10, 2025

SUBJECT: **Resolution No. 08-R-2025** – A Resolution of the Town of Mead, Colorado, Adopting the Town of Mead Public Records Request Policy

PRESENTED BY: Mary Strutt, Administrative Services Director
Lori Strand, Deputy Town Attorney

SUMMARY

Resolution No. 08-R-2025 was presented to the Board of Trustees at the January 27, 2025 Regular Meeting. The Board requested a copy of the previous Open Records Request Policy (2014) in order to consider this Resolution.

Attached to this Agenda Item Summary is:

Town of Mead Open Records Request Policy 2014 (last amended 2019) (“2014 Policy”)
Town of Mead Public Records Request Policy (NEW – January 2025) – with annotations

The policy is being updated at this time for the following reasons:

1. The 2014 Policy copied select sections of the Open Records Act in 2014. Several of the provisions which were copied are outdated or incomplete.
2. The 2025 Policy was created to state in layman’s terms what is required by statute and case law regarding the release of public records.
3. The 2025 Policy establishes rules as allowed by statute. The rules include how to request public records and fees associated with requests. Pursuant to CORA 24-72-205(6)(b) the state sets the maximum hourly fee (for research and retrieval services). The fee was set at \$33.58/hour July 1, 2019, with an adjustment to be made every 5 years. The fee was adjusted to \$41.37 on July 1, 2024. In order for the Town of Mead to impose the current fee, the Town’s policy must be updated or readopted.
4. The 2025 Policy aims to establish a streamlined and consistent administrative procedure for processing public records requests. These provisions are meant to manage staff time/resources while also letting the public know what they can expect.
5. The 2025 Policy – with annotations provides brief explanations as to why the provisions were included.

Below is the summary which was included in the Agenda Item Summary prepared for the January 27, 2025 Regular Board of Trustees Meeting, Consent Agenda:

The public policies of the State of Colorado and the Town of Mead (“Town”) require all public records to be open for inspection at reasonable times unless specifically excepted by law. The Board of Trustees of the Town previously adopted the Town of Mead Open Records Policy (“2014 Policy”) by Resolution No. 17-R-2014. Based on legislative changes, current practices and the increase of digital record-keeping staff recommends repealing the 2014 Policy and replacing it with the attached Town of Mead Public Records Request Policy (“2025 Policy”).

The 2025 Policy sets forth the Town's rules regarding the inspection of the Town's public records including records available online, limitations and exemptions, forms of requests, response times, digital records, records retention and fees.

FINANCIAL CONSIDERATIONS

There is minimal financial impact of this policy. In certain circumstances the Town may charge for research, retrieval and redaction costs related to public records requests. The maximum hourly fee is set according to CRS 24-702-205 and adjusts every five years. This policy imposes the Town fee at \$41.37 to coincide with the July 1, 2024, adjustment.

STAFF RECOMMENDATION/ACTION REQUIRED

Staff recommends the following motion:

“I move to adopt Resolution No. 08-R-2025 – A Resolution of the Town of Mead, Colorado, adopting the Town of Mead Public Records Request Policy.”

ATTACHMENTS

Town of Mead Open Records Request Policy 2014 (last amended 2019) (“2014 Policy”)
Town of Mead Public Records Request Policy (NEW – January 2025) – with annotations
Resolution No. 08-R-2025
Town of Mead Public Records Request Policy (NEW – January 2025)