



Agenda Item Summary

MEETING DATE: January 27, 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

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 for 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

A motion to approve the January 27, 2025, consent agenda will approve the Resolution. If this item is pulled off the consent agenda for further discussion or questions, Staff recommends the following motion:

Suggested 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

Resolution No. 08-R-2025
Town of Mead Public Records Request Policy