



# CITY COUNCIL ACTION FORM

DEPARTMENT	PRESENTED BY	DATE
Administration	Kristi Jefferson - City Clerk	December 17, 2024

## **AGENDA ITEM**

Resolution 2024-76 A resolution of the city council of the City of Salida, Colorado, amending the policies regarding access to public records.

## **BACKGROUND**

The Colorado Open Records Act (CORA) authorizes the City's "records custodian" (City Clerk serves in this role) to develop procedures for administration of records requests pursuant to CORA. The City's present CORA policy is cumbersome and in need of updating.

Attached is the revised and updated CORA policy for the City of Salida (Exhibit A). In most of its day-to-day operational particulars, citizens will not notice a change with the adoption of this policy, except that requests will now be required to be submitted through the online portal available on the City's website. Basic request procedures, as well as research and retrieval fees remain unchanged, as does the fee for copies.

## **RECOMMENDATION**

Staff recommends adoption of Resolution 2024-76 which amends the policies in regard to Open Records requests.

## **FISCAL IMPACT**

There is no fiscal impact.

## **MOTION**

A City Councilmember should state "I move to \_\_\_\_\_ Resolution 2024-76 a resolution of the City Council of the City of Salida, Colorado, amending the policies regarding access to public records", followed by a second and a roll call vote.