
Subject: INSPECTION AND PRODUCTION OF BOCES RECORDS

1. The Board recognizes that it is a public servant, and its meetings and records shall be matters of public information, subject to such restrictions as are set by federal law or regulation, by state statute or by pertinent court rulings.

2. The official minutes of the Board, its written policies and its financial records shall be open for inspection at the office of the BOCES by any citizen desiring to examine them during hours when the office is open. However, no records shall be released for inspection by the public or any unauthorized persons—either by the Executive Director or any other person designated as custodian for BOCES’ records—if such disclosure would be contrary to the public interest as described in state law.

3. The BOCES may charge reasonable fees for furnishing copies of such public records in accordance with the accompanying regulations.

4. Upon receipt of a request from the public to inspect BOCES records, or receipt of a duly issued subpoena or court order:

4.1 The Executive Director shall review the request, subpoena, or court order and, if he/she deems appropriate, consult with BOCES’ counsel.

4.2 Unless objection or opposition is raised relative to the request, subpoena, or court order, the records sought will be made available to the requesting party for inspection and copying as provided by law.

4.3 The person who has the right to inspect a public record also has the right to request to be furnished a copy of the record.

4.4 The fee for copying public records will be \$.25 per page unless actual costs exceed that amount.

4.5 If the BOCES, in response to a specific request, manipulates data to generate a record in a form not used by the BOCES, it may charge a reasonable fee not to exceed the actual cost of manipulating the data and generating the record. Fulfilling such a request will be at the option of the BOCES.

4.6 If a requested record is a result of computer output other than word processing, the fee for a copy will be based on recovery of the actual costs of providing the electronic service and product together with a reasonable portion of the costs

associated with building and maintaining the information system. This fee may be reduced or waived by the Executive Director or designee if the electronic service or product is used for a public purpose.

LEGAL REF.: C.R.S. [24-72-205](#) (reasonable fee for copies)

C.R.S. [22-9-109](#) (exemption from public inspection)

C.R.S. [22-32-109](#) (1) (c) (documents available for public inspection)

C.R.S. [24-72-201](#) et seq. (access to public records)