VISTA CHARTER SCHOOL

COLORADO OPEN RECORDS ACT (CORA) POLICY

I. Purpose and Scope

This policy applies to all requests submitted pursuant to the Colorado Open Records Act (CORA), C.R.S. § 24-72-201 et seq., to inspect public records in the custody or control of **Vista Charter School** ("the School"). Vista Charter School is committed to the guiding principles of openness, transparency, accountability, and responsiveness.

II. Custodian of Records

For the purposes of CORA, the Executive Director (or designee) is the official Custodian of Records. All requests for records must be submitted in writing to the Custodian of Records to be considered "received" by the School.

- **Attention:** Custodian of Records
- **Address:** 1810 Saint Marys Drive, Montrose, CO 81401
- **Email:** info@vistacharter.org (or specific administrative email)

III. Request Procedures

1. **Written Request:** Requests must be in writing and specifically identify the records sought. Vague or overly broad requests may require clarification, which may delay the response time.
2. **Submission:** Requests may be delivered via U.S. Mail or Email.
    - Requests received after 4:30 p.m. or on a day the School is officially closed (including weekends, holidays, and breaks) will be considered received as of the following business day.
3. **Timeline:** * The School will make every effort to respond within **three (3) working days**, beginning the first business day after the request is received.
    - If extenuating circumstances exist (as defined by C.R.S. § 24-72-203(3)(b)), the School may extend the response period by up to **seven (7) additional working days**. The School will notify the requester of the extension in writing within the initial three-day period.

IV. Inspection and Redaction

1. **Exemptions:** Not all School documents are public records. In accordance with CORA and the Family Educational Rights and Privacy Act (FERPA), the School will not release:
    - Student personally identifiable information (PII).
    - Personnel files (except for specific data allowed by law).
    - Security arrangements or investigations.
    - Any other records protected by state or federal law.
2. **Format:** The School will provide records in the format they are currently maintained. The School is not required to create new records, conduct research, or analyze data in response to a request.
3. **Digital Records:** Records maintained in digital format will be provided electronically (e.g., PDF or searchable Excel) unless it is not technologically feasible to do so.

V. Fees for Research, Retrieval, and Copies

In accordance with C.R.S. § 24-72-205, the following fees apply:

1. **Research and Retrieval Fee:**
    - **First Hour:** Free of charge.
    - **Subsequent Hours: $41.37 per hour** (the maximum rate allowed under Colorado law as of July 1, 2024). This fee applies to time spent identifying, retrieving, and redacting records.
2. **Copying Fees:**
    - **First 25 Pages:** Free of charge.
    - **Additional Pages:** $0.25 per standard page.
    - **Digital Delivery:** No per-page fee is charged for records delivered via email or digital transfer.
3. **Cost Estimates and Deposits:**
    - If the estimated cost to comply with a request exceeds $25.00, the School will provide a written estimate to the requester.
    - The School may require a deposit (up to the full estimated amount) before work begins on the request.
    - The timeline for production is stayed from the time the School issues an estimate until the requester agrees to the costs and pays any required deposit.

VI. Abandoned Requests

If a requester fails to respond to a cost estimate or clarification request within 30 calendar days, the School will deem the request abandoned and will close the file.