

**GREELEY-WELD COUNTY
AIRPORT AUTHORITY**

PUBLIC OPEN RECORDS POLICY

**ADOPTED BY THE GREELEY-WELD COUNTY AIRPORT AUTHORITY
BOARD OF COMMISSIONERS, FEBRUARY 20th, 2025**

I. PROCEDURE:

- A. The GWCAA has determined that the use of an official request form promotes the efficient handling of public records requests. The Public Records Request Form (Attachment 1) should be used by all parties making an open records request to the GWCAA. The custodian of records may waive the use of the Public Records Request Form, but when considering waivers, shall seek uniformity and consistency for all parties in similar circumstances.
- B. Unless certain conditions make it impractical, all requests for records should be made to the Airport Director. The Airport Director shall be considered the custodian of records for GWCAA. The GWCAA Board of Directors may choose to assign custodian of record duties to other employees of the airport or members of the board from time to time. Any change in personnel of the records custodian will be posted to the airport website under the records request form page.
- C. All requests must include enough information so the record(s) being requested can be identified, including a date or date range. Without sufficient information to search for and identify the records being requested, the request may be deemed incomplete and returned to the requesting party. Due to the extraordinary number of electronic mail communications generated by GWCAA business, all requests for electronic mail records must include "key words" that will enable the GWCAA to search for and locate the requested records. When possible, the sending and receiving parties to electronic mail should also be listed in the request. Without key word(s), public records requests for electronic mail may be deemed incomplete and returned to the requesting party as too broad, vague, or otherwise insufficient.

II. FEES AND COSTS:

- A. In all cases where a person has the right to inspect any public record, they may request copies or printouts of such record. The fee for such copies or printouts shall be **\$0.25 per page**, but the records custodian shall not charge a per-page fee for providing records in a digital or electronic format.
- B. Additional charges may be imposed whenever the records custodian or any other GWCAA staff must expend time to research, redact, retrieve, review, supervise, copy, process, or otherwise take time away from their normally assigned duties in response to an open records request. GWCAA will charge for these services at a rate of **\$41.37 per hour**, billed in quarter-hour increments, except that there shall be no charge for the first hour of time expended.
- C. In addition, if, in response to a specific request, GWCAA performs a manipulation of data so as to generate a record in a form not used by GWCAA, a reasonable fee may be charged to the requestor. Such fee shall not exceed the actual cost of manipulating the said data and generating the said record in accordance with the request. Persons making subsequent requests for the same or similar records may be charged a fee not in excess of the original fee.

- D. If the records custodian estimates that more than one hour of staff time may be required to respond to a records request, or that a response will require a manipulation of data so as to generate a record in a form not maintained by GWCAA, then the custodian should advise the requestor of the approximate costs that will be incurred. If the estimated costs will exceed **\$40.00**, the custodian shall require an advance deposit equal to the estimated costs before expending significant time away from staff's normally assigned duties to respond to the open records request, and delays in obtaining payment of the deposit may cause corresponding delays in responding to the open records request.
- E. All charges under this Policy must be received in advance of releasing the requested records. Checks shall be made payable to "Greeley-Weld County Airport Authority."

III. Response Time

- A. GWCAA will respond to public records requests within **three (3) business days** of receipt, as required by **CORA, C.R.S. § 24-72-203(3)(b)**.
- B. Requestors should be mindful that GWCAA operates with a very limited staff, and open records requests that require staff to take significant time away from their normally-assigned duties will not be prioritized over other time-sensitive duties. If a request is **voluminous or requires extensive research**, GWCAA may extend the response time by an **additional seven (7) business days**. The requestor will be notified in writing of the extension and the reason for the delay.
- C. Requests that are vague, overly broad, or incomplete may result in processing delays. The requestor will be asked to clarify their request.

IV. Inspection of Public Records

- A. Public records are available for inspection by appointment during normal business hours (7:00 AM - 4:00 PM, Monday-Friday, excluding holidays).
- B. Inspection of records shall occur in designated areas at the GWCAA office, and records may not be removed, altered, or damaged during inspection.
- C. If a requestor wishes to have copies made after inspecting records, standard fees will apply.

V. Exemptions, Confidential Records, Denials, and Appeals

- A. Certain records are exempt from public disclosure under CORA. GWCAA reserves the right to withhold or redact all records permitted by law, including without limitation any records containing any of the following information:
1. Contain confidential personnel information (e.g., social security numbers, medical records).
 2. Information protected by attorney-client privilege or deliberative process privilege.

3. Information regarding airport security plans or infrastructure vulnerability data.
4. Private financial or customer account information.
5. Documents classified as criminal justice records or protected under FAA or DHS security directives.

B. Repetitive or harassing requests and related communications are inappropriate. In responding to open records requests, the records custodian shall exercise discretion designed to maintain an appropriate balance between the right of members of the public to inspect and copy public records and the administrative burdens that may be placed upon staff in responding to such requests. When appropriate, the records custodian may either: 1) deny any open records request that he or she deems to be clearly inappropriate; or 2) extend response time to allow for a decision of the GWCAA Board of Directors regarding the request.

C. If access to any public record is denied, then promptly upon request, GWCAA will provide a written statement of the grounds for the denial, citing the law or regulation under which access was denied.

D. If the requestor disputes any records denial, he or she may appeal in writing to the GWCAA Board of Directors within ten (10) business days.

VI. Amendments & Policy Updates

A. This policy may be amended at any time by the GWCAA Board of Directors to remain in compliance with CORA and other applicable laws.

B. Any changes to this policy will be published on the GWCAA website and available at the GWCAA office.

Effective Date: 02/20/2025