



# Monument Academy

## *Board of Directors Governance and Policy*

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| <b>Policy Area :</b> Governance             | <b>Policy # :</b> 1512   |
| <b>Title :</b> Open Records Requests Policy | <b>Adopted :</b> February 21, 2001<br><b>Revised :</b> July 11, 2005, January 19, 2012<br><b>Revised:</b> January 17, 2018, February 14, 2019<br><b>Revised:</b> May 9, 2019 |

### **Issue Statement**

The Monument Academy Board desires its meetings and records to be matters of public information, subject to such restrictions as are set by federal law of regulations, by state statute, or by pertinent court rulings.

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

The Board wishes to support the right of the people to know about the programs and services of the Academy and shall make every effort to disseminate information. The Executive Director is authorized to use all means available to keep parents and others of the school community informed about the Academy's program and activities.

### **Purpose**

The purpose of the Open Records Requests Policy is to define a process for the public at large to obtain access to or photocopies of, for example but not limited to, the minutes of the Board of Director's meetings, school policies, and financial information.

### **Policy Statement**

Monument Academy will make certain public documents available electronically by posting them on the school's website which includes approved Board minutes, school calendars, contact information for elected Board members and Administrative personnel. Also, in order to meet the requirements of Article 44, Title 22 of the Colorado Revised Statutes, The Public School Financial Transparency Act, the following items will be posted on the school's website: a link to the Colorado Department of Education, Faculty Salary schedule, budget summaries, monthly check registers, quarterly financial reports, and independent financial audits. All posted documents may be printed by the public from the website.

All requests for records must be in written form and submitted during normal hours of operations to the Executive Director. Monument Academy may charge reasonable fees for the research and retrieval of public records and for furnishing copies of such public records in accordance with the accompanying conditions:

- A citizen who inspects a public record also has the right to request that they be furnished a copy of that record.
- The fee for copying public records will be no more than \$0.25 per page unless actual costs exceed that amount.

- The effort to recover requested records exceeding one hour of staff time shall be \$30 per hour, paid in advance of such efforts based upon a reasonable estimate of the required effort. The calculation of staff time shall be cumulative on a monthly basis regardless of the number of requests an individual or entity makes in a calendar month. For example, once one hour of staff time has been expended in a calendar month on behalf of the same individual or entity, the \$30 per hour fee will be assessed immediately for all subsequent requests in the same month.
- If Monument Academy in response to a specific request reformats data to generate a record in form not used by the Academy or the District, it may charge a reasonable fee not to exceed the actual cost of reformatting the data and regenerating the record. Fulfilling such a request will be the option of the Academy.
- The Monument Academy office has 72 hours to respond to requests for copies.
- 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 providing the electronic service and product together with a reasonable portion of the costs associated with the building and maintaining the information system. This fee may be reduced or waived by the Executive Director or his/her designee if the electronic service or product is used for a public purpose.
- All records requested are subject to review by Monument Academy's legal counsel at the discretion of the Executive Director.
- Any fee charged to generate a record must be paid prior to the generation of the record at the school's Administrative offices.

### **Related Documents**

C.R.S. § 24-72-201 *et seq.* (Colorado Open Records Act)

### **Roles and Responsibilities**

The Board of Directors has sole responsibility for the determination and revision of this Policy. Enforcement of this Policy is hereby delegated to the Executive Director.

### **Points of Contact**

The following positions shall serve as points of contact for the enforcement of this policy: President of the Board of Directors and the Executive Director.