



Public Records Policy

Introduction: Pursuant to C.R.S. § 24-72-200.1 *et seq.*, the Colorado Open Records Act (CORA), all public records must be open for inspection by any person at reasonable times, except as provided by law. This policy sets forth KIPP Colorado Public Schools' (KIPP Colorado) rules for the inspection of such records, as provided in CORA, which are reasonably necessary for the protection of such records and the prevention of unnecessary interference with the regular discharge of the duties of the records custodian or the custodian's office. KIPP Colorado is committed to the guiding principles of openness, transparency, accountability and responsiveness.

Scope & Definitions: KIPP Colorado provides public records in accordance with CORA and, when applicable, the Family Educational Rights and Privacy Act (FERPA). Requests for records under these two statutes are governed by this policy. Defined terms under these statutes, including but not limited to “public records” and “educational records,” apply to this policy. “In connection with the research and retrieval of public records” means all time spent on all aspects of responding to a public records request, including, without limitation, finding, redacting, copying, and conveying such information.

Requirements for requesting public records from KIPP Colorado:

1. **Custodian:** All requests to inspect public records must be submitted in writing to the official custodian of KIPP Colorado, the Chief Operating Officer, Alice Sheehan, at asheehan@kippcolorado.org. Requests made to anyone other than the proper custodian may not be accepted.
2. **Mode of Request:** Requests must be made in writing. The date the request is received by the custodian will constitute the “date of receipt”. Requests may be made via electronic mail and the custodian will attempt to acknowledge electronic mail regularly; it is the acknowledgement of the request that will begin the deadline under the CORA as electronic email is not always received regularly. If a request is sent via e-mail to anyone other than the custodian, it may not be considered as received by KIPP Colorado.
3. **Detail:** All requests for records must be specific as to the records sought and the relevant dates. Requests for correspondence must identify the parties to the correspondence. For any request that is vague or broadly stated the custodian may require the requestor to provide a more specific request.
4. **Protected Information:** There are several categories of information that are protected by State and Federal law. If records are not produced because of one of these protections, KIPP Colorado will inform the requestor of the basis for denying the request.



5. **Responsiveness:** KIPP Colorado is not required by CORA to construct or create a record that does not exist. Nor is KIPP Colorado required to manipulate or analyze information in a new way in order to respond to a request.
6. **Timeliness:** Time for response to records requests shall be as follows:
 - a) The normal time for production shall be three (3) working days; beginning on the first business day after the request is received.
 - b) Such period may be extended upon determination by the custodian that extenuating circumstances exist. Such period of extension shall not normally exceed seven (7) working days but may under certain extenuating circumstances. The requestor shall be notified of the extension within the three-day period.
7. **Priority:** Requests to inspect records will not take priority over the regular work activities of KIPP Colorado employees.
8. **Cost:**
 - a) Student Transcripts are provided to parents or adult students free of charge.
 - b) **Copy Charges.** All copies other than student transcripts costs \$.25 per page.
 - c) **Research and Retrieval Charges.** In addition to charges for copies, KIPP Colorado charges as authorized by Colo. Rev. Stat. § 24-72-205(6)(a) for time in excess of the first hour spent in connection with the research and retrieval of public records as a requestor, as follows:
 - i. For public records that are not educational records requested by a parent for adult student, \$33.58 per hour for all time.
 - ii. For education records requested by a parent or adult student: \$0 per hour for time spent searching or retrieving records, and the actual hourly wage, salary or other charge (or \$33.58 per hour, whichever is less) for other time, if any, reasonably spent. However, in no event will retrieval charges be imposed on parents or adult students requesting copies of cum files, discipline files, medical files, or special education files.
 - iii. The first hour of any time spent for any purpose on any records request carries no charge to the requestor. Requests on the same topic made within a short time of each other, or repeated requests, may be treated by the custodian of records as a single request.



9. **Deposits Required.** Where response to a request for production of records would predictably cause a charge in excess of \$100, the custodian of records may, in his or her discretion, request a deposit of funds reasonably anticipated to defray the cost before producing records. Where an advance deposit has not been charged, the custodian of records may decline to provide copies until the charge has been paid.
- a) If a parent or adult student requesting educational records represents that they are unable to pay reasonable charges, the custodian may, in his or her discretion and upon such representations as he or she deems reasonable, waive or reduce fees for student cum files, discipline files, medical files, or special education files. Requests for waiver of fees for other records, if any, must be referred to the board.