

Title: Public Records	Number: 3.9	Page 1 of 1
	Related Procedure? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Legal Citation (if Applicable) C.R.S. § 24-72-201 to 24-72-309	Board Approval/Revision: 19 February 2014	

It is the intent of the College to make its public records available for prompt inspection upon reasonable written request, unless such records are confidential or private under the laws of the State of Colorado or of the United States.

To promote the orderly release of public information, the College administration shall from time to time promulgate rules and regulations for inspection of public records, which shall be consistent with the following policy guidelines:

1. The Public Information Officer is responsible for public records requests.
2. All requests for public records shall be made in writing on a form supplied by the College.
3. In response to all public record requests, the custodian, as defined above, shall determine and inform the applicant one of the following:
 - 3.1 That the records are available for inspection and if so, when and where.
 - 3.2 That the right of inspection is being denied pursuant to law, and if so, why.
 - 3.3 That the records do not exist or are not in the College's custody or control.

If the custodian, in his or her discretion, finds it feasible to compile such records, he or she shall do so upon advance payment of estimated costs.