**District Policy:**  Pursuant to Resolution No. 2013-11-05, which was adopted by the Park 70 Metropolitan District Board of Directors on November 11, 2013, the District’s Official Custodian is authorized to impose fees of $0.25 per standard page copied and $20.00 per hour for all costs incurred after the first hour of staff time spent on the research and retrieval of public records requested under the Colorado Open Records Act.  Copies, printouts, and/or photographs of public records in a format other than a standard page will be charged at actual cost.  All requests for copies or inspection of public records must be submitted in writing to the Official Custodian.  Upon receipt of a written request, the Official Custodian shall notify the requester if the records are readily available for inspection. If the records are in active use, in storage, or are otherwise not readily available at the time of the request, the Official Custodian shall set a date and time within three (3) working days of the request when such records will be available.  If extenuating circumstances exist, then the Official Custodian shall notify the requester of this fact in writing within the initial three (3) working day-period and shall make the records available within seven (7) working days thereafter**.**Inspections of public records shall take place during regular business hours at the office of the Official Custodian and may not preempt or take priority over previously scheduled official District-related business activities.  Copies of public records will be delivered by the Official Custodian to the requester via United States mail, other delivery service, or facsimile only upon receipt of payment for all costs associated with records transmission, or upon making arrangements for receiving payment, unless recovery of all or any portion of such costs or fees has been waived by the Official Custodian.  The District may not charge any transmission fees for records delivered via electronic mail.  Upon receiving payment or making arrangements for payment, the Official Custodian shall send the records to the requester as soon as practicable, but not more than three (3) working days after receipt of such payment.