



Policy: Public Records
Approved March 18, 2015

1.0 Scope & Definitions: Thomas MacLaren School provides public records in accordance with the Colorado Open Records Act (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.

1.1 “[I]n 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.

2.0 Student Transcripts are provided to parents or adult students free of charge.

3.0 Copy Charges. All copies other than student transcripts cost \$.25 per copy.

4.0 Time Charges. In addition to charges for copies, the School 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 for a requestor, as follows:

4.1 For public records that are not educational records being requested by a parent or adult student, \$30 per hour for all time.

4.2 For educational records requested by a parent or adult student: \$0 per hour for time spent searching for or retrieving records, and the actual hourly wage, salary or other charge (or \$30 per hour, whichever is less) for other time, if any, reasonably spent. However:

4.2.1 In no event will time charges be imposed on parents or adult students requesting copies of cum files, discipline files, medical files, or special education files.

4.3 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.

5.0 Deposits Required — When. 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 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.

5.1 If a parent or an 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.