Liberty Tree Academy
Colorado Open Records Act Policy

Policy Purpose

Liberty Tree Academy ("LTA") complies with the Colorado Open Records Act ("CORA"), C.R.S. § 24-72-200.1 *et seq.*, which authorizes rules concerning the inspection of public records that are reasonably necessary for the protection of such records and the prevention of unnecessary interference with the regular discharge of LTA's duties. This policy establishes the procedures for requesting, inspecting, and receiving public records. LTA is not obligated to act upon a public records request unless and until such request complies with the applicable requirements of CORA and this policy.

Policy

Open Records Request General Guidelines

When possible, records requested under CORA will be made available within three working days, starting the day after the request is received. If extenuating circumstances prevent timely processing of the request, the LTA Custodian of Records ("Custodian"), as designated by the Chief Executive Officer ("CEO") of LTA from time to time, or another LTA representative will notify the requestor within three working days that additional time is necessary and will make the records available within the maximum period permitted by CORA, currently seven working days after the request is received. For purposes of determining whether extenuating circumstances exist and when records are available, preparing and gathering records includes locating, retrieving, collecting, reviewing, segregating, redacting, and preparing responsive records for lawful inspection or production. Time periods under CORA will be applied consistent with applicable law, including while LTA is awaiting clarification, advance payment, or other action required from the requestor. If a complete review and production within the maximum statutory period is physically impossible, LTA may ask the requestor to narrow or prioritize the request, or agree in writing to a staged production schedule, without waiving any position or remedy available to LTA under law.

These procedures apply to all requests submitted pursuant to CORA to inspect public records in LTA's custody or control.

- All requests must be submitted in writing and addressed to the Custodian. Requests made to any other person, office, or email address at LTA will not be accepted as CORA requests, and LTA has no obligation to identify, forward, or process them as CORA requests.
- Requests may be mailed or hand-delivered to the Records Custodian at 8579 Eastonville Rd., Falcon, CO 80831, or to another mailing or physical address designated by LTA from time to time, without a formal amendment to this policy.

- Requests sent via e-mail will not automatically be accepted. Due to spam filters and similar computer software. If a request is sent via e-mail to anyone other than the Custodian, or if the Custodian does not receive such an e-mail request in the primary inbox, it will not be considered received by LTA. All e-mail requests must be sent exclusively to CORA@ltaeagles.org or to another e-mail designated by LTA. LTA may designate a different e-mail address for the Custodian and adjust its administrative-office hours at its discretion without formally amending this policy. The Custodian should promptly acknowledge receipt, but acknowledgment does not determine the date of receipt.
- A request received at the above-stated addresses during LTA's published administrative-office hours is received on that working day. A request received after those hours, or on a weekend, holiday, school closure, or other day when LTA's administrative office is not open for regular business, is not considered received until the next working day.
- All requests must be specific enough to reasonably identify the records sought, including relevant dates when applicable. If a request is vague, overly broad, or does not reasonably identify the records sought, LTA may require clarification before searching for or producing records.
- A request must state whether the requestor seeks inspection, electronic transmission, mailing, other delivery, or pickup of copies and must provide the information reasonably necessary to use the requested method.

Fees, Estimates, and Deposits

- LTA will charge the maximum fees permitted by CORA, as amended from time to time, including the following:
- $0.25 per standard page for paper copies; the actual cost of providing a copy, printout, or photograph in a format other than a standard page; and no per-page fee for records provided in a digital or electronic format.
- The actual cost of mailing, shipping, or another requested delivery method. LTA will not charge a transmission fee for records transmitted by email.
- A research-and-retrieval fee for time reasonably expended in connection with responding to a request, including time spent by LTA employees, contractors, or agents locating, identifying, collecting, reviewing, determining responsiveness, segregating, preparing, redacting, copying, or otherwise processing potentially responsive records for inspection or production, and time spent performing authorized data manipulation or applying legal or technical expertise. The first cumulative hour of qualifying research-and-retrieval time will not be charged. Thereafter, qualifying time will be charged at the maximum hourly rate permitted by CORA. Substantive preliminary assessment reasonably necessary to determine likely record sources, scope, volume, processing requirements, and anticipated cost may count toward the first free hour. Purely administrative intake, acknowledgment, logging, or routine payment-processing time will not count toward that hour.

- If LTA reasonably anticipates that qualifying time will exceed the first free hour or that any other lawful charge will be incurred, the Custodian will provide a good-faith estimate of the total anticipated lawful charges. The estimate may state a single total amount and need not separately itemize each component unless required by law. LTA need not begin or continue searching for, collecting, reviewing, segregating, redacting, processing, copying, preparing for inspection, or producing records until the required deposit is received.
- The required deposit will equal the estimated lawful charges. If work exhausts or is expected to exceed the deposit, LTA will stop all work, provide a revised good-faith estimate, and require a supplemental deposit before work resumes. An estimate is not a guaranteed final price.
- After completing the search, collection, review, segregation, and redaction process, LTA will reconcile deposits against the actual lawful charges. LTA will refund any unused amount. Inspection or production will not occur until the review process is complete and all lawful charges associated with the request are paid.
- LTA will accept the payment methods it ordinarily accepts for its other services or products. If LTA accepts credit card or electronic payments for another fee, service, or product, it will also accept those methods for CORA fees and deposits. It may pass through any service charge or fee imposed by the payment processor.
- After the first hour of qualifying research-and-retrieval time, LTA will charge $41.37 per hour, which is the maximum hourly rate currently permitted by C.R.S. § 24-72-205(6)(b). If that statutory maximum is adjusted, the CEO or Custodian is authorized, without further Board action, to revise and republish this policy solely to replace the stated hourly rate with the adjusted statutory maximum. Except as otherwise expressly authorized herein, no other substantive amendment may be made without Board approval.
- All money received for charges under this policy will be deposited into LTA's general fund.

Inspection and Production

- Inspection will be by appointment only during LTA's published administrative-office hours at LTA's main office located at 8579 Eastonville Rd., Falcon, CO 80831, or at another location designated by LTA from time to time without formally amending this policy. A requestor will not be granted access to unreviewed records, record systems, electronic search results, mailboxes, drives, databases, files, or other collections that may contain responsive records. Before permitting inspection, LTA may determine responsiveness, identify and segregate records or information required or permitted to be withheld, make lawful redactions, and prepare an inspection set containing only records and portions of records subject to disclosure. A requestor's election to inspect records rather than receive copies does not eliminate any lawful charge incurred in locating, retrieving, collecting, reviewing, segregating, redacting, or preparing the records for inspection.

- Inspection may be supervised by the Custodian or another person designated by the Custodian, and LTA may take reasonable precautions to protect records and prevent unnecessary interference with LTA's regular duties. LTA will charge for time spent supervising an inspection, copying, printing, or photographing records to the extent permitted by law.
- There is no obligation to produce records or provide information in response to an informal request, and any informal request may be declined.
- The Custodian may deny inspection or production of records as authorized or required by CORA or any other applicable law.
- If CORA is amended, LTA will administer this policy consistently with the amended law.

Adopted: November 19, 2026

Legal Ref.: C.R.S. § 24-72-200.1 et seq. (Colorado Open Records Act ("CORA"))