



<i>New Summit Charter Academy</i>	<i>Policies and Procedures</i>
Policy Name:	Public's Right to Know
Policy Number:	KBD-NSCA
Original Date:	10/15/2018
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Category:	Board
Author:	Executive Director
Approval:	NSCA Board of Directors

The Colorado Open Records Act (CORA) (Colorado Revised Statutes § 24-72-201, et seq.) is applied uniformly and reliably to ensure compliance in all respects and meet all statutory duties. This policy is intended to inform the public and serve as a guide for school staff. It applies to any request for public records for which New Summit Charter Academy (NSCA) is the custodian. Other schools or districts may have different policies regarding CORA.

The NSCA Board of Directors is a public servant, and its meetings and records are matters of public information, subject to such restrictions as are set by federal law or regulation, state statute, or pertinent court rulings.

The official minutes of the Board, its written policies, and its financial records shall be open for inspection at the office of the Executive Director by any citizen desiring to examine them during hours when the office of the Executive Director is open, by prior arrangement. However, no records shall be released for inspection by the public or any unauthorized persons by the Executive Director or any other person designated as custodian for school records if such disclosure would be contrary to the public interest as described in state law or otherwise prohibited by law. NSCA's financial information shall be posted online in accordance with the Public-School Financial Transparency Act.

In responding to a request for NSCA's public records, NSCA may charge a fee for staff time spent in excess of one hour for the following: researching and retrieving the requested records; conducting searches for requested records; reviewing records to determine whether they are responsive to the request; and identifying and separating those records that are not public and/or are privileged or confidential. Such fee shall be \$41.37 per hour, which may be increased occasionally as permitted by applicable state law. NSCA may also charge other reasonable fees in responding to a request for NSCA's public records, in accordance with the accompanying regulation.

The Board wishes to support the people's right to know about the programs and services of their schools and shall make reasonable efforts to disseminate information. NSCA is authorized to use all means available to keep parents/guardians and others in the community informed about the school's programs and activities.

#### LEGAL REFS.:

C.R.S. 22-9-109 (exemption from public inspection)  
C.R.S. 22-32-109 (1)(c) (documents available for public inspection)  
C.R.S. 22-44-301 et seq. (Public School Financial Transparency Act)  
C.R.S. 24-72-201 et seq. (access to public records)  
C.R.S. 24-72-205 (6)(a) (must adopt policy regarding the fee for research and retrieval of public records, if the district imposes such a fee; policy must be posted on website or otherwise published)  
C.R.S. 24-72-205 (6)(b) (maximum hourly fee for research and retrieval of public documents adjusted on July 1, 2019, and every five-year period thereafter)

#### CROSS REFS.:

[1] Scholastic achievement data on individuals includes, but is not limited to a student's grade level, course taking, and state assessment data, including content, readiness, and language proficiency assessments

[2] CORA defines "personnel files" to include home addresses, telephone numbers, financial information, and other information maintained because of the employer-employee relationship. See § 24-72-202(4.5), C.R.S.

#### Revision History

Date	Revision Details	Revised By
5/20/2019	Creation	Board, Executive Director
12/04/2023		
3/12/2025	Revised	Board, Executive Director