

**TOWN OF MARBLE, COLORADO
RESOLUTION NO. 3
SERIES OF 1991**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
TOWN OF MARBLE ESTABLISHING RULES AND
REGULATIONS REGARDING INSPECTION OF PUBLIC
RECORDS PURSUANT TO THE OPEN RECORDS ACT.**

WHEREAS, the state open records act C.R.S. 24-72-201, et. seq., allows the public to inspect public records at reasonable times and allows the passage of rules and regulations reasonably necessary for the protection of such records and the prevention of unnecessary interference with the regular duties of the Custodian of the Records; and

WHEREAS, the Town of Marble, due to its small population and resulting small tax base, has no full-time employees; and

WHEREAS, until recently, the Town did not employ a Town Clerk and now employs a Town Clerk on a part time basis only; and

WHEREAS, the Town Clerk is required to work no more than 20 to 25 hours per month and is budgeted by the Town to work no more than that period of time per month; and

WHEREAS, the Town Clerk is presently paid a salary of \$10.00 per hour; and

WHEREAS, the Town Clerk is the Custodian of most of the public records for the Town of Marble; and

WHEREAS, the Town has anticipated and budgeted time for inspection of public records to meet the requirements of the Open Records Act, for specific and limited requests only; and

WHEREAS, the Town does not have the financial resources to bear the potentially extraordinary costs for open-ended, non-specific public records inspections, but recognizes the need to make public records available as necessary.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES FOR THE TOWN OF MARBLE, COLORADO, THAT:

1. The Town's costs in paying the Town Clerk (or other Town officials) salary to supervise inspection of public records shall be borne by the one requesting such inspection; provided, that the salary costs to the Town for the first one hour/annum of public record inspection for each person or entity making such request shall be borne by the Town.

2. The Town Clerk, or other Town official, as appropriate, will be available for no more than four hours per day from 8:00 a.m. to 12:00 p.m., or as specified by the Town official, two days per week, to handle and supervise requests for inspection of public records pursuant to C.R.S. §24-72-201, et. seq.

3. If an open-ended, non-specific request to review public records is received by the Town, prior to permitting such open-ended inspection, the requestor shall deposit with the Town an amount estimated by the Town Clerk to cover the actual costs to the Town of inspecting and purging from such records all non-disclosable matters, including estimated legal fees.

4. In the event that a request for an inspection of public records requires additional hours of the Town Clerk, or other Town official, beyond those set forth above, then the requestor shall deposit with the Town sufficient money to pay for the hiring of a Deputy Town Clerk to handle such open records request.

Read, adopted, and ordered published this 19th day of October, 1991.

TOWN OF MARBLE, COLORADO

By

Mayor

[Handwritten signature of Mayor]

ATTEST:

[Handwritten signature of Town Clerk]
Town Clerk

