



Town of Silver Plume
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**EMERGENCY RULE:
COLORADO OPEN RECORDS ACT (CORA)
REQUESTS & PRIORITIZATION OF
RESOURCES DURING EMERGENCY**

I. AUTHORITY:

The Colorado Open Records Act, C.R.S. § 24-72-201, *et seq.* (“CORA”) authorizes the official custodian to issue rules with reference to the inspection of public records which are reasonably necessary to limit operational disruption caused by access to the records.

II. PURPOSE OF RULE:

- A. To establish a rule and expectations concerning the processing of CORA requests (also known as Public Information Requests (PIRs)) by the Town during the current corona virus pandemic.
- B. To provide clear direction to Town staff concerning the allocation of Town resources to CORA requests during this period and the prioritization of the same relative to other public duties and functions.
- C. To protect the Town and its residents from potential disruption of Municipal services during the corona virus pandemic due to the diversion of scarce Town resources and personnel from necessary operations.

III. SCOPE:

This Rule shall apply to all public records maintained by the Town.

VI. DURATION:

This Rule shall become effective immediately upon issuance and shall remain in effect until written notice of its revocation is issued by the Town Clerk.

V. PROCEDURES:

- A. During the effectiveness of this Rule, CORA requests shall be processed by Town personnel as quickly as reasonably possible after such personnel have performed any pending or scheduled duties that are necessary to maintain Town operations and services, to protect the public health or to comply with any order, declaration or directive affecting the Town issued by any governmental agency or official with jurisdiction.
- B. In no event shall a Town employee be required to come to Town facilities when s/he is working remotely, with Town authorization, solely to locate records, perform on-site research or take other action in response to a filed CORA request.
- C. As soon as practical after receiving a CORA request, the Town Clerk's Office shall issue written notice to the requesting party that the current health pandemic constitutes extenuating circumstances under CORA and that the Town shall accordingly process and respond to the request in not less than ten (10) working days.
- D. Town staff involved in processing a CORA request shall use their best efforts to provide appropriate response to the requesting party within three (3) working days if the same can be done in compliance with Subsection A. above.

Declared and issued this 23rd day of March, 2020, by:

Tammy A. Sanford, Town Clerk