



RESOLUTION NO. 1156

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TRINIDAD HOUSING AUTHORITY ADOPTING COLORADO OPEN RECORDS ACT (CORA) POLICY

WHEREAS, the Trinidad Housing Authority is committed to transparency, accountability, and compliance with applicable state laws; and

WHEREAS, the Colorado Open Records Act (CORA), Article 72 of Title 24, Colorado Revised Statutes, establishes requirements for public access to public records maintained by governmental entities; and

WHEREAS, the Board of Commissioners finds it to be in the best interest of the Trinidad Housing Authority to adopt a formal Colorado Open Records Act Policy to provide consistent procedures for responding to requests for public records.

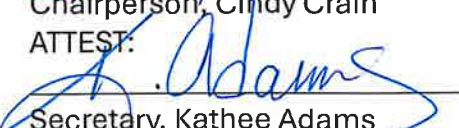
NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Trinidad Housing Authority that:

1. The Colorado Open Records Act (CORA) Policy, attached hereto and incorporated herein by reference, is hereby adopted as the official policy of the Trinidad Housing Authority.
2. The Executive Director is authorized and directed to implement and administer the policy and to take all actions necessary to ensure compliance with the Colorado Open Records Act and any applicable regulations.
3. This Resolution shall become **effective immediately upon its adoption** by the Board of Commissioners.

PASSED, APPROVED, AND ADOPTED this 12 day of August, 2026.

TRINIDAD HOUSING AUTHORITY
BOARD OF COMMISSIONERS


Chairperson, Cindy Crain
ATTEST:


Secretary, Kathee Adams



Trinidad Housing Authority

Colorado Open Records Act (CORA) Policy

Purpose

The Trinidad Housing Authority ("THA") is committed to providing public access to records in accordance with the Colorado Open Records Act (CORA), Sections 24-72-201 through 24-72-206, C.R.S., while protecting confidential information as required by law.

Requests for Records

1. All requests for public records shall be submitted in writing to the THA Custodian of Records by mail, email, or hand delivery.
2. Requests should reasonably describe the records sought so they can be identified and located.
3. THA may request clarification of broad or unclear requests.

Response Time

1. THA will respond to requests as soon as practicable, but no later than **three (3) working days** after receipt.
2. If extenuating circumstances exist as permitted by CORA, THA may extend the response time by **up to seven (7) additional working days** by providing written notice to the requester explaining the reason for the extension.

Inspection of Records

Public records shall be available for inspection during normal business hours at the Housing Authority office or may be provided electronically when available and practical.

Fees

THA may charge fees permitted by Colorado law as follows:

Copies

- Paper copies: **\$0.25 per page** after the first 25 pages.
- Electronic copies will be provided whenever practical. If special formatting or media is required, the actual cost of production may be charged.

Research, Retrieval, Review, and Redaction

- The first **one (1) hour** of staff time is provided at no charge.
- After the first hour, THA may charge **\$41.37 per hour**, billed in increments allowed by law, for the actual time spent locating, researching, reviewing, redacting, and preparing records for inspection or release.
- If specialized programming, data manipulation, or outside professional services are necessary, THA may charge the actual reasonable cost as authorized by law.

Cost Estimates and Prepayment

1. When anticipated costs exceed **\$25.00**, THA may provide a written estimate before processing the request.
2. THA may require prepayment or a deposit of the estimated costs before beginning work.
3. Any overpayment shall be refunded. If actual costs exceed the estimate, payment of the balance shall be required before records are released.

Exempt Records

Records that are confidential or exempt from disclosure under Colorado or federal law shall be withheld or redacted as required.

Electronic Records

Whenever practical, records maintained electronically will be provided electronically to minimize copying costs.

Custodian of Records

The Executive Director, or his/her designee, shall serve as the Custodian of Records and shall administer this policy.

Effective Date

This policy shall become effective upon approval by the Board of Commissioners of the Trinidad Housing Authority and shall remain in effect until amended by the Board.