

**RESOLUTION BY THE BOARDS OF DIRECTORS  
OF THE STERLING RANCH METROPOLITAN DISTRICT NOS. 4 & 5**

**RESOLUTION ADOPTING THE COLORADO SPECIAL DISTRICT RECORDS  
RETENTION SCHEDULE, APPOINTING AN OFFICIAL CUSTODIAN, AND  
ADOPTING POLICIES AND FEE SCHEDULE FOR THE HANDLING OF RECORD  
REQUESTS UNDER THE COLORADO OPEN RECORDS ACT (“CORA”)**

WHEREAS, the Sterling Ranch Metropolitan District Nos. 4 & 5 of the County of El Paso, State of Colorado (collectively, the “Districts”) are quasi-municipal corporations and political subdivisions of the State of Colorado; and

WHEREAS, pursuant to C.R.S. § 32-1-1001(1)(h-i), the Boards of Directors of the Districts (the “Boards”) are responsible for the management, control and supervision of all business and affairs of the Districts and have the authority to appoint, hire, and retain agents; and the Districts are authorized pursuant to C.R.S. § 32-1-1001(1)(j)(I) to fix and from time to time to increase or decrease fees, rates, tolls, penalties, or charges for services, programs, or facilities furnished by the Districts; and

WHEREAS, the Boards recognize a need for a comprehensive records retention schedule for the Districts’ non-permanent records and the retention of those records that have long-term administrative, fiscal and historical value; and

WHEREAS, the Boards have determined that it is appropriate to designate an official custodian of the Districts’ records for the purpose of storing, maintaining, and protecting such records in accordance with state statute and to permit their inspection in an orderly and timely fashion; and

WHEREAS, pursuant to C.R.S. § 24-80-101, *et seq.*, the Colorado State Archives has developed a statewide records retention schedule in cooperation with the Special District Association, the Colorado Attorney General’s Office and the State Auditor’s Office for special districts and other governmental entities to use and follow; and

WHEREAS, the Boards have determined that it is appropriate to adopt the model special district retention schedule, unless modified by Section 4 below; and

WHEREAS, C.R.S. § 24-72-200.1, *et seq.*, (“Colorado Open Records Act” or “CORA”) requires that public documents and records be made available upon request to members of the public unless protected by an exception and allows for public entities such as special districts to charge a reasonable fee for copying such documents and for any extra work that is required to research and retrieve requested documents; and

WHEREAS, the Boards have determined that it is appropriate to adopt policies regarding CORA requests for documents and a fee schedule for the copying and retrieval of such documents.

NOW THEREFORE, BE IT RESOLVED BY THE BOARDS OF DIRECTORS OF THE STERLING RANCH METROPOLITAN DISTRICT NOS. 4 & 5 OF THE COUNTY OF EL PASO, COLORADO AS FOLLOWS:

Section 1. The Boards designate the Board Secretary as the Official Custodian of public records as such term is used in C.R.S. § 24-72-202. The Official Custodian is authorized to develop such procedures as may be reasonably required for the protection of such records. On behalf of the Districts, the Official Custodian may charge the maximum fees allowed by law for the development of a privilege log, copies, a printout or photograph, and such other services as are authorized by law.

The Boards hereby set a charge of \$33.58 per hour for research and retrieval of documents. The first hour of time spent for research and retrieval will be without charge.

Unless otherwise determined by the Boards, all such fees and charges shall be increased or decreased for changes in the maximum rates allowed by law.

Section 2. The Official Custodian shall have the authority to designate such persons and/or organizations as it shall determine appropriate to perform any and all acts necessary to the maintenance, care, and keeping of the Districts' records. This may include, and shall not be limited to, the temporary, off-site storage of such records.

Section 3. The Boards hereby adopt the 2008 Colorado Special District Records Retention Schedule ("Schedule") and all subsequent amendment, modification, and revisions.

Section 4. Unless otherwise prescribed by Statute, all District records shall be retained in accordance with the Schedule and the Boards authorize the Districts' Secretary or the Official Custodian to submit a request to the Colorado State Archivist to adopt the Schedule. Approval from the State Archivist is legal authority for the destruction and preservation of District records. This Schedule may be amended from time to time as required by the Official Custodian or by the State Archivist.

Section 5. All District records are public records and shall be available for public inspection, unless prohibited by the exceptions of Part 2 of Title 24, Article 72, C.R.S. Inspection shall be permitted during normal hours, Monday through Friday, except on holidays, at a time set by the official custodian.

Section 6. No person shall be permitted to inspect or copy any records of the Districts, if, in the opinion of the Official Custodian after consultation with the Districts' general counsel, such inspection or copying would be prohibited by one or more exceptions set forth in the Colorado Open Records Act.

Section 7. Unless otherwise directed by the Boards, by July 1 of every five-year period after July 1, 2019, the Official Custodian shall adjust the maximum hourly fee specified in this Resolution in accordance with the percentage change over the period of the United States Department of Labor, Bureau of Labor Statistics, Consumer Price Index for Denver-Aurora-

Lakewood, All Items, All Urban Consumers, or its successor index as posted by the Director of Research of the Legislative Council on the website of the General Assembly.


Section 8. If any provision of this Resolution is adjudged to be unenforceable or invalid, such judgment shall not affect, impair or invalidate the remaining provisions of this Resolution, it being the Board's intension the various provisions hereof are severable.

Section 9. All acts, orders, and resolutions or parts thereof of the Districts' Boards which are inconsistent with or in conflict with this Resolution, are hereby repealed to the extent only of such consistency or conflict.


Section 10. The provisions of this Resolution shall take effect as of the date set forth below.

Approved and adopted this 29<sup>th</sup> day of January, 2024.

STERLING RANCH METROPOLITAN  
DISTRICT NOS. 4 & 5

By:   
\_\_\_\_\_  
President

ATTEST:

By:   
\_\_\_\_\_  
Secretary