

**TOWN OF KEYSTONE  
Summit County, Colorado**

**RESOLUTION 2025-02**

**A RESOLUTION OF TOWN COUNCIL OF THE TOWN OF KEYSTONE, COLORADO,  
APPROVING AN AMENDED COLORADO OPEN RECORDS ACT POLICY**

WHEREAS, the Colorado Open Records Act (CORA), §24-72-201, et seq., C.R.S., declares it to be the public policy of the State of Colorado that all public records are open for inspection by any person at reasonable times (except as otherwise provided); and

WHEREAS, §24-72-203(1), C.R.S, permits the custodian of records to make such rules and regulations as to the inspection as are reasonably necessary for the protection of the records and the prevention of unnecessary interference with the custodian's regular duties; and

WHEREAS, the Town Council adopted with Resolution 2024-24, a CORA policy designating the Town Clerk as the official custodian of Town records and setting for the Town Clerk's rules and regulations for inspection of public records on February 13, 2024; and

WHEREAS, the Town Clerk desires to amend the CORA policy to require the public to fill out requests on a form provided by the Town and update the fee schedule for a public records request; and

WHEREAS, the Town Council desires to adopt the amended CORA policy.

**Now, Therefore, be it Resolved by the Town Council of the Town of Keystone, Colorado, that:**

Section 1. The Town Council adopted the Administrative Policy Regarding the Provision of Public Records Pursuant to the Colorado Open Records Act designating the Town Clerk as the official custodian of all records and identifying the Town Clerk's rules and regulations related to the inspection of records on February 13, 2024. Town Council approves amended administrative policy dated January 14, 2025. The amended policy is attached as Exhibit A.

Section 2. Effective Date. This resolution shall take effect upon its approval by the Town Council.

Town of Keystone  
Resolution No. 2025-02  
Page 2

**ADOPTED by a vote of 7 in favor and 0 against, this 14th day of January 2025.**

Signed by:  
By: Kenneth D. Riley  
Kenneth D. Riley, Mayor

ATTEST:

Approved as to Form:

DocuSigned by:  
By: Madeline Sielw  
TOWN CLERK

Signed by:  
By: Jennifer Madsen  
Town Attorney