



A GOOD  
OLLA PODRIDA  
TO YOU





# GALLIMAUFRY 2025

CASB Conference 2025

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 **gal·li·mau·fry** [ˌgaləˈmôfrē] 

**1. a confused jumble or medley of things:**

*"a glorious gallimaufry of childhood perceptions"*

Similar:

mixture


blend

mingling

combination

compound

fusion



FOR REAL, HOW MUCH TIME  
DID YOU SPEND MESSING  
AROUND WITH THE TITLE?



**CMCA**

# **Colorado Municipal Clerks Association**

**[www.cmcaclerks.com](http://www.cmcaclerks.com)**

- **Summer Institute (generally in July)**
- **Professional Development Opportunities**
  - **Lunch and Learns**
- **Annual Conference (generally in October)**
  - **Athenian Dialogues**







## Mister Rogers Intro



0:27 / 1:30





# PUBLIC COMMENT AT MEETINGS





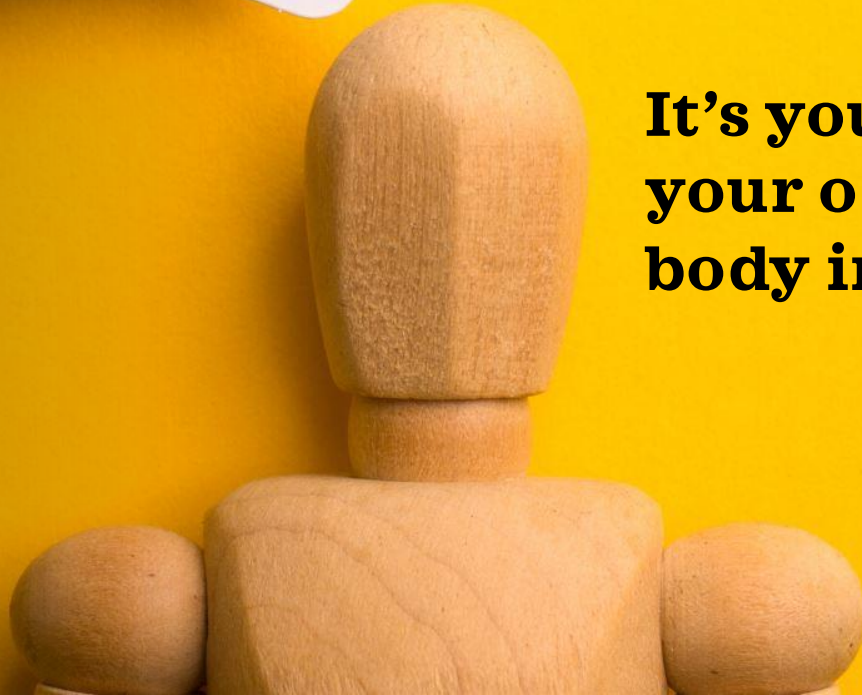






# WHAT IS PUBLIC COMMENT?

**It's your opportunity to give  
your opinions to your elected  
body in a public meeting**



Okay, so  
what isn't  
public  
comment?

- It's not an interactive discussion (you talk, we listen—no more)
- It's not a Q & A session
- It's not a period for the elected board to have to explain decisions they've made





## Verify your Board's Policies

- Do you have time limits?
  - Per person
  - For someone representing a group
- Do you allow signage?
- Does your Board allow duplicative comments?
- Can your Board stop someone who is being vulgar or threatening?

# Be Prepared

- Non-listeners
- Non-compliers
- Back-sassery
- Cheering
- Shouting
- Talking over the person speaking
- Angry and passionate speakers  
yelling out comments and questions





# Be Mr. Rogers

- Be consistent
- Follow the rules
- Don't give concessions to any person or group





# Best Practices

- Post your policies
- Follow your policies every time
- Time everyone
  - System Timers
  - Kitchen Timer
  - PowerPoint Timer
  - Cell Phone Timer
- Ignore crowd antics and keep it moving
- Treat everyone the same
- Be professional and watch your face







The background of the slide is a repeating pattern of colorful speech bubbles, each containing a question mark. The colors include red, white, yellow, pink, and light blue, all set against a teal background. A dark grey rectangular box with a thin white border is centered on the slide, containing the title text. A small light blue tab-like shape is positioned at the top center of this box.

# QUESTIONS ON PUBLIC COMMENT?



**COLORADO  
OPEN  
RECORDS  
ACT  
(CORA)**





## What is CORA?

Colorado Open Records Act is a requirement that most public records be open to the public as per the Colorado Revised Statutes 24-72-203



Transparency





# THE LAW

1. All records are open to inspection within a specific time frame unless an exception exists or there is a need for redaction





# What constitutes a public record?

- Most writings made, maintained or kept by a public entity constitutes a public record
- Any content discussing a public matter
- Writings include those that are made electronically including emails and texts

*Can I  
call you?*

A single red rose with green leaves is positioned behind the text, partially obscured by it. The rose is in bloom, showing its characteristic spiral petal pattern. The leaves are dark green and serrated.





A roll of white toilet paper is shown against a black background. A piece of the toilet paper is unrolled and has a message written on it in blue, bold, sans-serif font. The message is: "I want a copy of your contract for tree removal." Below this, in a smaller blue font, is "Love, Tobj".

**I want a  
copy of  
your  
contract  
for tree  
removal.**

**Love,  
Tobj**

# Request made in writing and you need to include:

- Your name
- Your mailing address
- Your phone number
- Your email address
- What records you are requesting

How much  
time do I  
have?

- You have 3 business days or less from the date of the request to produce records
  - If extenuating circumstances exist, this period may be extended. The period of extension may not exceed 7 business days as per C.R.S. 24-72-203(3)(b)





1

2

3

The request  
came in  
after hours,  
on the  
weekend, or  
on a holiday

- These requests should be considered as received on the following business day

# Some Exceptions

This is not an exhaustive list, visit the Colorado Revised Statutes for the complete list.

- Email Addresses per 24-72-204(2)(a)(VI)
- Medical Information per 24-72-204(3)(a)(I)
- Personnel Files per 24-72-204(3 3(a)(II)(A)
- Sexual Harassment Complaints and Investigations per 24-72-204(3 3(a)(X)
- Attorney/Client Communications per 24-72-204
- Private/Personal Information per 24-72-204(3 3(a)(II)(A)
- Criminal Justice Records (CCJRA – different standards) per 24-72-301



# Some Exceptions

This is not an exhaustive list, visit the Colorado Revised Statutes for the complete list.

- Contrary to statute/law per 24-72-204(1)
- Test Questions and Scholastic Information per 24-72-204 (2)(a)(II)
- Specific Details of Research Projects per 24-72-204 (2)(a)(III)
- Real Estate Appraisals per 24-72-204 (2)(a)(IV)
- Security Details per 24-72-204 (2)(a)(VIII)
- Ongoing Investigations per 24-72-204 (2)(a)(IX)
- Trade Secrets per 24-72-204 (3)(a)(IV)
- Student Information per 24-72-204 24-20-204 (3)(d)/(e)
- Records of Deliberative Process per 24-72-204 (3)(a)(XIII)
- Library Records per 24-72-204(3)(a)(IV)

No  
such  
records  
exist

- Must produce all records
  - Documents, recordings, audio/video (basically, anything you have)
- But, there is no requirement to:
  - Explain the records
  - Create new records (for example, compile a list or provide something in a format in which it doesn't already exist)

What do you want ?





Not sure  
what they  
want?

- If the request isn't clear
  - Ask them for clarification
  - Don't guess
  - Don't assume based on past requests

Not sure  
what they  
want?

- The District is in receipt of your Records Request which asks for (cut and paste **exactly** what is written). To clarify your request so we may begin research and retrieval, please provide \_\_\_\_\_. Once we receive your response, we can begin processing your request.

Date

2025/05/06

Address

3613 n us hwy 85 castle rock co 80108  
Castle rock, Colorado 80108  
United States  
[Map It](#)

Email

[info@rmpslandscaping.com](mailto:info@rmpslandscaping.com)

Phone

(720) 880-8633

Paper Copies Requested

☒ No

Requested Information

6656 Bridle Creek Point, Castle Pines, CO 80108



A man with dark hair, wearing a white suit jacket over a patterned tie and a light-colored shirt, is looking directly at the camera with a serious expression. He is standing in front of a blurred city skyline at night, with a bright light source visible in the upper right. The text "I can't give you what you want on this job." is overlaid in yellow on the right side of the image.

**I can't give you  
what you want on  
this job.**



- If you have kind of what they want, but not exactly, or not in the format they want:
  - Let them know and ask if they would like what you have (or the format it's currently in)
  - You are not required to create records or reports that don't already exist

# Fees

- You can charge for the research and retrieval of records, but the first hour is always free:
  - What does your entity charge per hour?
  - How long will it take?
    - Is it electronic or paper format?
    - Does it need to be reviewed for personal identifying information and redacted?
    - Does it need to be scanned?
    - Do they want electronic records or paper copies?
    - Does this need to be reviewed by legal?



## Estimated Costs

- The time needed for research and retrieval of your records request is estimated at \_\_\_\_ hours at a cost of \$\_\_\_\_ (\$\_\_ per hour with the first hour being free).
- Deposit vs. payment of full estimate
- Confirm cost of additional items (paper copies, flash drive...)
- If you would like to narrow the scope of your request in order to reduce the estimated time, please let me know
- How would you like to proceed?

We only give  
what you  
ask for

- The scope of the request is strictly what was asked for. Do not include extra materials or documents, just in case.

# Denials

- Per 24-72-204(4) , if requested, grounds for denial/redaction must be provided
- Do not TRY to find a reason not to produce records:
  - If possible, redact and produce the records

○





BEFORE YOU SEND  
A SNARKY EMAIL,  
REMEMBER  
EMAILS ARE  
SUBJECT TO CORA

\*ALWAYS SAVE THE SNARK FOR IN-PERSON COMMUNICATIONS

# Denials

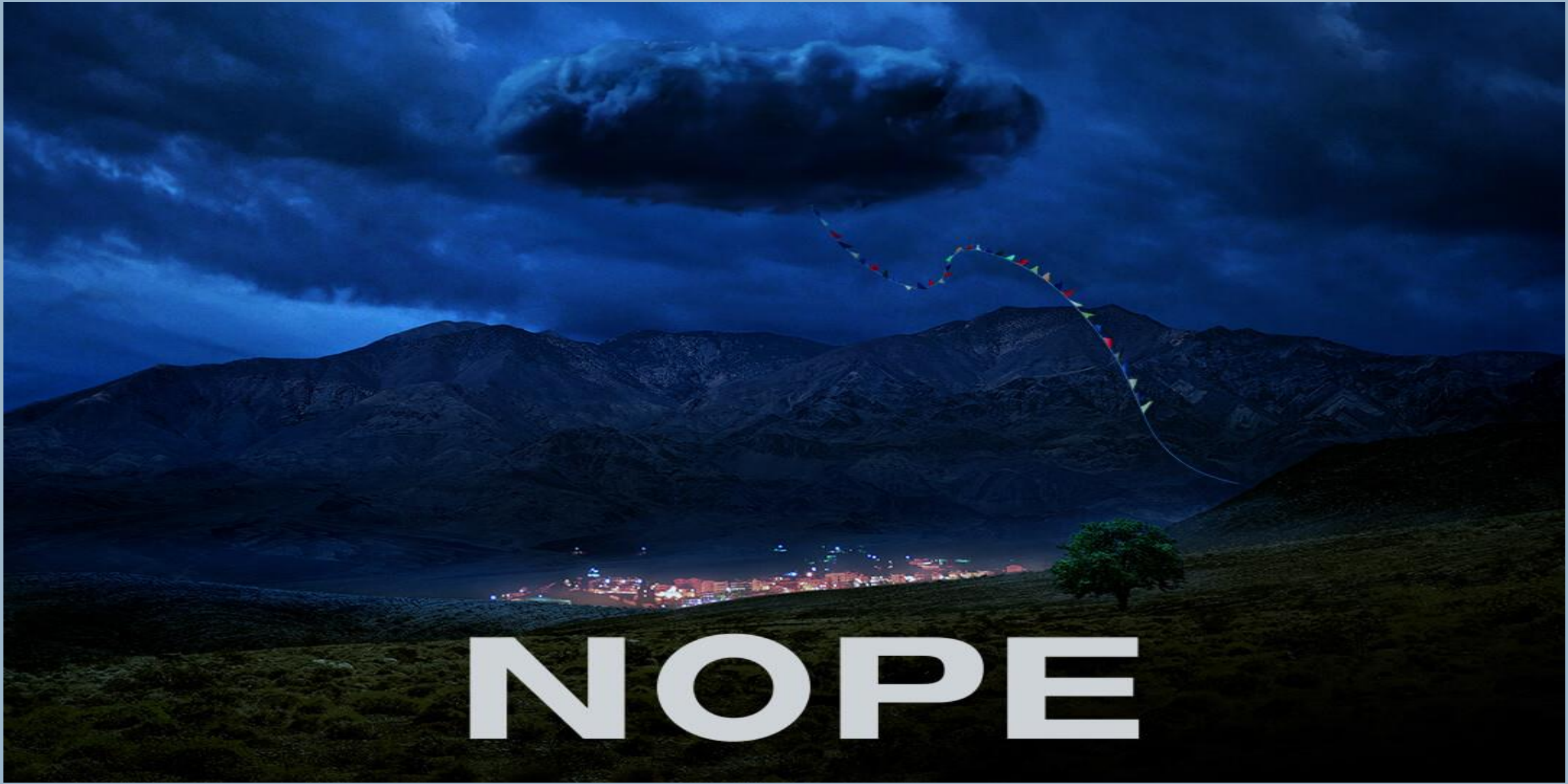
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- Do not TRY to find a reason not to produce records:
  - If possible, redact and produce the records

○



DO YOU HAVE TO  
SEND RECORDS  
THAT ARE  
ALREADY ON YOUR  
WEBSITE?





**NOPE**



**WELCOME**  
TO OUR WEBSITE

YOU DO NOT HAVE  
TO PRODUCE  
PUBLICLY  
AVAILABLE  
INFORMATION



Too Big to email?





Too big to  
send in an  
email

- Multiple emails
- Put files in their Drop Box
- Flash drive (not free)
  - NEVER use a flash drive given to you by a requestor
- Link to documents
  - Microsoft
  - Adobe

Things you  
can't  
reproduce  
(like large  
format  
scans)

- Set an appointment time with the requestor
- Have a staff member sit with them the entire time
- They can take photos, but can't take the documents
- NEVER leave a requestor alone with records



## Criminal Justice Records:

In conformance with C.R.S. 24-72-301, et seq., the Colorado Criminal Justice Records Act. “Criminal justice records” means all books, papers, cards, photographs, tapes, recordings, or other documentary materials, regardless of form or characteristics, that are made, maintained, or kept by any criminal justice agency in the state for use in the exercise of functions required or authorized by law or administrative rule, including but not limited to the results of chemical biological substance testing to determine genetic markers conducted pursuant to C.R.S.16-11-102.4 and 16-23-104. Criminal justice agencies are independently responsible for maintaining all criminal justice records created by such criminal justice agency.



GET  
YOUR  
POLICIES  
IN  
ORDER!



# Policy Updates

- Outline the process
- Required information
- Fees
- Denials
- Undue burden
- Multiple requests by the same requestor
- You cannot require the use of a form
- Review and update every 1-2 years

# “Concerned” Citizens

- Have every right to get records
- Documents, recordings, audio/video
  - But we have no responsibility to bend over backwards to accommodate
  - Can often be a fishing expedition looking for a “gotcha” moment
  - Addressing them is both law and art



Once  
denied, if a  
requestor  
wants to file  
a lawsuit...

- There is a cooling off period before filing lawsuit as per C.R.S.24-72-204 (5)(a): 14 days after notice of denial the requestor can apply to the district court wherein the record is found


A top-down view of a workspace. On the left, a silver laptop is partially visible. To its right is a white coffee cup with a red handle. Below the cup is a white computer mouse. In the bottom left corner, there is a dark brown notebook and a pair of tortoiseshell glasses. The background is a light gray surface.

# Best Practices

- Post your policies on the website
- Follow your policies every time
- Be consistent
- If you have the records, produce them
- Treat everyone the same
- Be professional in all of your responses

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# QUESTIONS ON RECORDS REQUESTS?

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# QUESTIONS ON PARLIAMENTARY PROCEDURE?



The background of the slide is a repeating pattern of colorful speech bubbles, each containing a question mark. The colors include red, yellow, pink, and light blue. The bubbles are scattered across the entire background.

QUESTIONS ON  
ANYTHING ELSE WORK  
RELATED?

The background of the entire image is a repeating pattern of colorful speech bubbles, each containing a question mark. The colors include red, yellow, pink, white, and dark grey. The bubbles are scattered across the frame, creating a busy, questioning atmosphere.

# GOOD OLD FASHIONED LIFE ADVICE?



**Who is the  
expert?**

**You are the  
expert!**









IT WILL ALL BE OKAY,  
JUST BE MR. ROGERS