

National Western Center Authority
Open Records Policy
(Revised as of September 17, 2026)

I. Introduction

Pursuant to Article I, Section 1.15 of the Bylaws of the National Western Center Authority (the "Authority"), the Board of Directors of the Authority ("Board") shall keep public records of the National Western Center Authority ("Authority") available to the public as defined by and in accordance with Part 2 of Article 72 of Title 24, of the Colorado Revised Statutes, as amended from time-to-time, or any successor provisions ("Colorado Open Records Act" or "CORA").

The Board has adopted this Open Records Policy (the "Policy") and declares that the Board is hereby bound by the terms of this Policy. This Policy shall not be construed as an amendment or modification of the Articles of Incorporation or the Bylaws of the Authority.

II. Open Records Policy Standards

A. Purpose

This section establishes "open records" policy standards for the Authority. To merit the trust of the public we serve and to promote transparency, Board business and other undertakings of the Authority shall be conducted subject to the Colorado Open Records Act. This Policy is intended to promote openness of purpose, deliberations, and process.

B. Standards Process

1. Open Records

The Board shall keep correct and complete books and records of account, and shall keep minutes of the proceedings of its Board and committees. All books and records of the Board shall be kept at the principal office of the Authority which shall be designated from time to time by the Board, where they shall be available to the public to the same extent required under the Colorado Open Records Act

2. Custodian of Public Records

All requests for inspection of books or records made to the Authority shall be immediately transmitted to the Custodian of Public Records in the manner set forth below. The Custodian of Public Records shall be designated by the Board from time to time.

3. Requests

Any person requesting public records of the Authority must submit such request in writing. All requests must be directed to:

National Western Center Authority
C/O Chief Marketing & Communications Officer; Manager of Contracts & Procurements
5115 Race Court
Denver, CO 80218

Any written request shall adequately identify and specify the documents or information being requested to allow processing. If such information or documentation is not adequately specified, such request may be denied or additional information may be required from the requesting party.

The Authority may assess fees to process such request at an hourly rate equal to the rate posted and charged by the City of Denver for CORA requests. There is no charge for the first hour of research, retrieval, and review of records. Under § 24-72-205, C.R.S., the Authority may assess an additional charge for regular paper copies of records, or an additional charge for the costs of other paper sizes, which rate shall be set at the higher of the posted rate charged by the City of Denver, or the rate set forth in § 24-72-205(5)(a), C.R.S.

Any processing of requests must be carried out by the Authority. If the time required to process a request is expected to exceed one hour, the Custodian will notify the requestor. If the total fees are estimated to exceed \$250, it may require a deposit of up to 100 percent (100%) of the estimated total fees.

To maintain the integrity of the Authority's records, individuals are prohibited from independent retrieval or photocopying of records. All retrieval and photocopying of records shall be conducted by the Authority representatives and the above schedule of fees shall be assessed.

Physical inspection of open records may be scheduled upon 72 hours notice to the Authority. Any personal inspection of records shall be conducted under the supervision of an Authority representative. Under no circumstance shall the Authority permit original records to be removed or distributed outside of the Authority's custody. Additionally, pursuant to Section 24-72-204, C.R.S. all documents protected by a CORA exception will also be exempt from inspection. The Authority will assess fees for recovery of processing expenses associated with personal inspection of records at the hourly rate specified above.