

**RESOLUTION  
OF THE  
BOARD OF DIRECTORS  
OF THE  
CASTLEWOOD WATER AND SANITATION DISTRICT**

**A Resolution Designating an Official Custodian for Purposes of the Colorado Open  
Records Act, Sections 24-72-200.1 *et seq.*, C.R.S.**

At a regular meeting of the Board of Directors of the Castlewood Water and Sanitation District, Arapahoe County, Colorado, held at 8:00 A.M., on Friday, June 14, 2019, at Mangia Bevi Café, 6363 South Fiddler's Green Circle, Greenwood Village, Colorado 80111, at which a quorum was present, the following resolution was adopted:

**WHEREAS**, Castlewood Water and Sanitation District (the "District") is a special district organized and existing pursuant to Sections 32-1-101 *et seq.*, C.R.S.; and

**WHEREAS**, the District is a political subdivision for purposes of the Colorado Open Records Act, Sections 24-72-200.1 *et seq.*, C.R.S., as may be amended from time to time, ("CORA"), as defined in Section 24-72-202(5), C.R.S., and is thus subject to CORA; and

**WHEREAS**, the Board of Directors of the District (the "Board") wishes to designate an "Official Custodian," as that term is defined in Section 24-72-202(2), C.R.S., who is responsible for the maintenance, care, and keeping of the District's public records, regardless of whether the records are in his or her actual personal custody and control.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF  
CASTLEWOOD WATER AND SANITATION DISTRICT AS FOLLOWS:**

The Board, by a vote of 4 to 0, hereby designates the Secretary of the District, which position is currently held by Allan P. Stone, but which may be held by other individuals in the future, as the Official Custodian of the District's public records for purposes of CORA. This designation of the individual holding the position of Secretary of the District as the Official Custodian of the District shall continue unless and until the Board amends or repeals this Resolution. Pursuant to Section 24-72-203(1)(a), C.R.S., the Official Custodian may develop rules for the inspection of the District's public records as are reasonably necessary for the protection of such records and for the prevention of unnecessary interference with the regular discharge of the duties of the Official Custodian or the custodian's office. The Official Custodian shall adhere to all rules and regulations set forth in CORA in responding to public records inspection requests and shall allow any person the right of inspection of the District's public records except as otherwise provided in CORA or as otherwise provided by law.

**[Remainder of page intentionally left blank.]**

ADOPTED, APPROVED, AND MADE EFFECTIVE the 14th day of June, 2019.

CASTLEWOOD WATER AND SANITATION DISTRICT

By: Paul A. Phyllis  
Its: Pres.

ATTEST:

By: Alfred Stone  
Its: Secretary/Treasurer