COLORADO SCHOOL OF MINES FOUNDATION, INCORPORATED.

Disclosure of Public Records
Policy and Procedure

Colorado School of Mines Foundation - Overview and General Policy Statement

The Colorado School of Mines Foundation, Inc. ("the Foundation") is an institutionally related foundation organized for the benefit of the Colorado School of Mines ("the University"). A nonprofit and tax-exempt organization, the Foundation's primary role is to receive, manage, and invest contributions, gifts and bequests to the University and apply the principal income generated therefrom exclusively for charitable, scientific or educational purposes designed to benefit and promote the welfare of the University.

Any Foundation records that are deemed "public records" by Colorado state statute and are in the custody and control of the Foundation will be made available for inspection upon request by any person at reasonable times, as provided by state law and pursuant to the procedure outlined below. Because the Foundation respects and seeks to ensure the privacy of its donors, volunteers and staff members, it will not disclose certain information that is not deemed "public" and therefore not subject to inspection under Colorado's open records statutes. Information that will not be released includes: donor and prospective donor information; alumni and Foundation donor databases; documents discussing fundraising strategies and other proprietary and sensitive information that is not related to financial expenditures or otherwise subject to public disclosure; Foundation meeting agendas and minutes; internal communications; legal documents and communications with legal counsel; Foundation personnel information; and other items deemed inappropriate for public disclosure by the Foundation Executive Committee of the Board of Governors, unless subject to public inspection by state statute.

Procedure for Disclosure of Public Records

1. Any request for public records or inspection of such records must be made in writing to: Executive Director, CSM Foundation, Inc., 923 16th Street, Golden, CO 80401. (Request forms are available at the Foundation office.) The records requested should be identified with as much specificity as possible.

2. Pursuant to Colorado Revised Statutes § 24-72-202 (2005), the following are deemed public records and will be made available for inspection: all writings relating to the requests for disbursement or expenditure of funds, the approval or denial of requests for disbursement or expenditure of funds, or the disbursement or expenditure of funds by the Foundation to, on behalf of, or for the benefit of the Colorado School of Mines or any employee thereof.

3. Upon receipt of a request for inspection of public records that are in the custody and control of the Foundation, the requesting party will be contacted by the Foundation's Executive Director or the Director's delegate to schedule a date and time for the inspection.

4. If the public records requested are not in the custody or control of the Foundation, the requesting party will be notified in writing of this fact. To the extent the Foundation has such information, it will inform the requesting party of the reason it does not have the documents, state the location of the records, and identify the person or entity believed to have custody or control of the records.

5. In most cases, the Foundation will make public records available for inspection within three (3) business days from the date the request is received. However, in the case of certain, extenuating circumstances, the Foundation Executive Director or the Director's delegate may notify the requesting party that an extension of the time is needed within which the Foundation can make the records available for inspection. Such period of extension shall not exceed seven (7) business days. The extenuating circumstances that may warrant an extension are the following:

   (I) A broadly stated request is made that encompasses all or substantially all of a large category of records and the request is without sufficient specificity to allow the records custodian reasonably to prepare or gather the records within the three-day period; or

   (II) A broadly stated request is made that encompasses all or substantially all of a large category of records and the Foundation is unable to prepare or gather the records within the three-day period because the Foundation needs to devote all or substantially all of its resources to meeting an impending deadline or period of peak demand that is either unique or not predicted to recur more frequently than once a month; or

   (III) A request involves such a large volume of records that the records custodian cannot reasonably prepare or gather the records within the three-day period without substantially interfering with the custodian's obligation to perform his or her other public service responsibilities.

6. Public records must be inspected and remain on the Foundation office premises, or at such other location as the Foundation designates. So as not to interfere with or impede the Foundation's normal business operations, inspections must be scheduled in advance and will be permitted only during normal business hours, Monday through Friday.

7. If copies, printouts or photographs of public records are requested, these will be made available for a minimum fee of $1.25 per page. If the Foundation's actual costs to produce the requested copies exceed this amount, the requesting party will be charged the additional costs, unless otherwise proscribed by law. In the case of multiple or high volume requests (50 or more pages), the requesting party may be required to pay a deposit before the copies are made. The balance of the payment will be due upon receipt of the documents. The requesting party must make arrangements to collect the copied documents from the Foundation office. Reasonable efforts will be made to provide the requested copies within three (3) business days following receipt of the request. In the case of multiple or large volume requests, more time may be needed to complete the copying work. In that event, the requesting party will be notified in writing and provided an estimated completion date.