

PROPOSED:

7.2. Open Records Requests –Colorado Open Records Act (CORA) [Draft]

Poudre River Public Library District is committed to providing access to public records in compliance with the Colorado Open Records Act (CORA), C.R.S. §§ 24-72-201, *et seq.*

The District maintains public records according to requirements set forth in the Colorado State Archives' *Special District Records Management Manual*.

The District will work to respond in a timely and efficient way to requests for public records included in the District retention schedule, within the response times detailed in CORA. All CORA requests are subject to review by the District's legal counsel.

The District maintains procedures for requesting CORA-qualifying public records, which are provided below. Requests for public records may be made using the [open records request form](#), or sent via mail or email to the Executive Director.

DRAFT PROCEDURES---FOR REVIEW AND REVISION

Procedures---Requests for Public Documents---Colorado Open Records Act (CORA)

Requesting Public Records

To request public records, please contact the Executive Director at 970-221-6670 who will identify the designated custodian for the requested records. Records requests must be in writing and directed to the designated custodian of records. General emails sent to the District [or inquiries submitted to the District's website or social media sites] will not be treated as records requests under CORA. Requests must be submitted to and received by the designated records custodian.

All requests must contain the following information:

- Description of the records being requested. Describe the request as specifically as possible including date ranges.
- If photocopies or electronic copies are being sought, your contact information and preferred method of delivery of the records.

Limitations

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The District will only produce those documents as permitted by CORA. Documents that are prohibited from disclosure under CORA will not be released.

Fees and Costs

Fees for research and retrieval of public records may be imposed at the discretion of the records custodian as follows:

1st Hour - No Charge

More than 1 Hour - \$41.37/hour

Hourly research and retrieval fees may be adjusted for inflation pursuant to C.R.S. § 24-72-205(b). Other fees may be imposed at the discretion of the records custodian consistent with the provisions of CORA.

Commented [ED1]: The Open Records Law states that the amount of the research and retrieval fee must be published and posted on the website in a "policy." I suggest including this info in the policy rather than the procedure section. Also, the research and retrieval amount has recently been increased to reflect inflation.