Open Records Policy Regarding Requests for Public Records Research and Retrieval

As a governmental entity, the Lone Cone Library District (LCLD) is subject to and required to comply with the Colorado Open Records Act, § 24-42-220.1-0209, C.R.S. (CORA). To provide guidance to persons who submit requests for public records to the LCLD pursuant to CORA, the LCLD has adopted this policy regarding requests for public records and the research and retrieval fees that apply when responding to CORA requests.

Requesting Public Records

To request public records, please fill out and turn in the records request form. Records requests must be in writing and can be sent to the Library Director (the custodian of records). General emails to the LCLD (or inquiries on the LCLD website and social media sites) will not be treated as records requests under CORA.

Requests must be submitted to and received by the Library Director. All requests must contain the following information:

- Description of the records being requested: Describe the request as specifically as possible. If you are uncertain about which records contain the information you are seeking, provide a description of the type of information you are searching for, including date ranges.
- If photocopies or electronic copies are being sought, your contact information and preferred method of delivery of the records.

Limitations

The LCLD will only produce those documents as permitted by CORA. Documents that are prohibited from disclosure under CORA will not be released. Prior to request please research the Colorado Records Act for this listing. If the custodian believes that any of the requested records are not to be released under the Open Records Act, or determines that there are extenuating circumstances that will require more than three working days to produce the records, or otherwise believes that the request cannot be met within the specified time frames, the custodian shall promptly seek review by the Library's attorney and shall also inform the Library Board of Trustees to ensure the request is being fulfilled as accurately as possible and in accordance with the Act. After consulting with the Library's attorney, if the requested record can be released, the custodian shall contact the requester to provide information as to when and where the records can be inspected or copies provided.

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Fees and Costs

The initial request for information by a person, agency, association or affiliated group will be charged at the rate of the first hour for free, additional time will be charged at $30 per hour for all staff time and 25 cents per printed page. Subsequent requests for information by the same person, agency, association or affiliated group will be charged at the rate of $30 per hour for staff time and 25 cents per printed page, with no free hour.

Estimates of costs for all requests will be provided and payment will be due in advance. If the necessary time exceeds the estimate, the party or parties requesting the information will be notified that additional time is needed, an estimate will be provided, and payment will be due in advance.

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 Library Director consistent with the provisions of CORA.

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