

# POLICY REGARDING OPEN RECORDS REQUESTS



## **Public Records**

High Plains Library District is committed to the principle of openness and accessibility. As such, we commit to fulfill every request for public records as efficiently and expeditiously as possible and within the requirements established by the [Colorado Open Records Act](#), [C.R.S. §24-72-201 *et seq.* ("CORA")] and the minimum requirements set forth by the [Colorado State Archives Special Districts Record Retention Manual](#).

The following procedures are intended to facilitate requests for public records responsibly and efficiently, to maintain the integrity of the District's records, and to engage effectively with the public. This policy is therefore subject to the District's legal counsel.

## **Requests for Public Records**

Requests will be processed by the Office of the Executive Director, who is the designated custodian of records. General emails to the District or inquiries made on the District's social media sites will not be treated as open records requests pursuant to CORA. When practicable, open records requests should be submitted in writing or made via the District's records request [form](#), which is available on the District's website.

Prior to submitting a records request, please check the District's website to determine whether the records sought are already available online.

All requests must contain the following information:

- The name and preferred contact information for the requesting party.
- A description of the records sought. (Please describe as specifically as possible, including applicable date ranges and source of information, if known).
- Preferred method of delivery. (Email, regular mail, in-person inspection, etc.).

## **Responses to Requests**

The Office of the Executive Director is responsible for responding to the requesting party in a timely manner. Responses will be provided in the format in which the documents are maintained whenever legally, technologically, or practically feasible. The requesting party will be notified if the requested documents are not available, reside with another agency or if the records are not covered by CORA.

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## Responses to Requests (continued)

Responses to requests will include information currently in the possession of the District. Responses to requests will not routinely include the restoration of the District systems that may be available on backup tapes or other means of disaster recovery. Additionally, responses to requests will not routinely include data that is automatically created, stored, or retained on an individual computer or on network equipment or servers, such as e-mail metadata that is not otherwise imprinted or stored as part of the visible content of an e-mail message, logs, web traffic statistics, browser cookies, browser cache, server logs, browser history, or firewall logs.

If review of original documents is requested, the records custodian may impose certain procedures to protect the integrity of the public record, including supervision by a District employee within the area where the records are stored and/or maintained. The records custodian may also establish a designated area or schedule for a particular time of day so as to not unduly disrupt the day-to-day activities of that specific office or department.

Requests received after the close of business will be considered to be received on the next business day.

The District will comply with the reasonable response timelines set forth in CORA. Every attempt will be made to fulfill open records requests within three (3) working days. If the request cannot be filled within three working days, the requestor will receive notice from the records custodian that additional time, up to seven (7) working days, will be necessary.

## Limitations

The District will only produce documents, within their possession, as permitted by CORA and those which do not exceed the minimal standards set forth by the Colorado State Archives Special Districts Record Retention Manual. Documents that are prohibited from Disclosure under CORA will not be released, including but not limited to;

C.R.S. §24-72-204(3) (a) (V) Library and museum material contributed by private persons, to the extent of any limitations placed thereon as conditions of such contributions

And C.R.S. §24-72-204 (3) (a) (VII) Library records disclosing the identity of a user as prohibited by section 24-90-119.

## Fees Charged

High Plains Library District seeks to meet public information requests in the most economical fashion possible. The fees charged by the District will be consistent with the provisions of CORA.

Standard fees for records requests include copy charges, research and retrieval time, and actual costs associated with fulfilling the request. Research and retrieval time may include, but is not

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## Fees Charged (continued)

limited to: actual costs involved in the gathering of documents, costs associated with specialized IT support, and staff time required to research, locate, retrieve, and review records, and create or run records in electronic or digital format. The nature of the request dictates the potential fees and costs incurred.

Pursuant to C.R.S. §24-72-205(6) there is no charge for the first hour of time for research and retrieval of records.

## Copies

8.5" x 11"	25¢ per page
11" x 17"	25¢ per page
Greater than 11" x 17"	Actual cost of reproduction + Research and retrieval time

## Electronic Copies on CD

If the record exists in electronic	\$2 per CD + Research and retrieval time
If the record has to be scanned	\$2 per CD + Research and retrieval time
If the record has to be printed and scanned	\$2 per CD + Research and retrieval time + paper conv fee
BOCC Study Sessions or other audio	\$2 per CD + Research and retrieval time

## PDF Records Sent Via Email

If the record exists in electronic format	Research and retrieval time
If the record has to be scanned to PDF	Research and retrieval time
If the record has to be printed and scanned to PDF	Research and retrieval time + paper copy fee

## Research and retrieval

One hour or less	\$0
More than one hour	\$33.58

## Mailing Expenses

Mailing Expenses	Actual Cost
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# **POLICY REGARDING OPEN RECORDS REQUESTS**

## **Deposits**

If the fulfillment of a request is likely to incur fees in excess of \$30.00, the records custodian will attempt to provide the requesting party with an estimate of the likely fees to be generated in fulfilling the request. District may require payment of the estimated fees prior to any staff time being expended on responding to the request. Requesting parties will be responsible for any actual costs incurred in excess of the deposit and will be reimbursed for any estimated costs that are not actually incurred.