

Pine River Public Library District

Request for Open Records Policy

The purpose of this policy is to assure prompt and equitable service to residents requesting access to public records, including those records created by electronic mail, in accordance with the requirements of C.R.S. 24-72-201 to C.R.S. 24-72-206.

The Colorado Open Records Act (CORA) safeguards every citizen's right to access government records. Pine River Public Library District strives to be as open and transparent as possible.

With some state statute exceptions, almost all Pine River Library records are public records; however, in some cases, the records may not be available in the format requested or the record must be withheld by statute. To access records, a formal open records request should be filed under the Colorado Open Records Act.

This policy applies to all requests for Pine River Public Library District records, including those made pursuant to the Colorado Open Records laws

Requests for Public Records Under the Colorado Open Records Law

- Requests for public records made pursuant to the Colorado Open Records laws must be submitted in writing and must be specific as to the records sought.
- Requests received via social media will not be treated as records requests under CORA.
- The Library will respond to requests made pursuant to the Colorado Open Records laws within three working days whenever possible. If the request is voluminous or extenuating circumstances apply, library staff will notify the requester that delivery may be delayed.

Fees

There is no fee for inspecting the Library's public records. If copies are required, the regular public photocopying rate will apply.

Data Compilation

If the request will take more than an hour to fulfill, the fee for compiling requested information, including information requested pursuant to the Colorado Open Records laws, shall be determined according to the current fee schedule.

The requester must be provided a cost estimate, and may be requested to pay all or a portion of the fee prior to compiling the information.

Policy Created: February 2021

Submitted to the Board of Trustees: February 2021

Approved by the Board of Trustees: February 2021

To make a request for public records contact Library Director Brenda Marshall:

brenda@prlibrary.org, 970.884.2222 ext. 515