



## **BASALT REGIONAL LIBRARY DISTRICT OPEN RECORDS POLICY**

It is the policy of the Basalt Regional Library District (BRLD) to uphold the Colorado Open Records Act (CORA) ([C.R.S 24-72-201 et. Seq.](#)). CORA requires that most public records be available to the public. A public record includes most writings made, maintained, or kept by the Library. Anyone can request public records in the possession of a government office, including BRLD. However, by statute, some information cannot be provided in response to records requests including but not limited to:

1. Patron records and borrowing information
2. Personnel information
3. Attorney/client privileged information

### **APPLICATION PROCESS:**

1. A person requesting records ("Applicant") will complete a [Record Request form](#) describing the requested record as specifically as possible and deliver the form to the Executive Director.
2. Upon receipt, the Executive Director shall determine:
  - a. Who is the custodian of the requested document(s);
  - b. The status of the record (availability, etc.);
  - c. Cost estimate for duplication/production (if appropriate).
3. The Executive Director will prepare a cost estimate according to the fees listed below.
4. Within three (3) working days of receipt of the request, BRLD will inform the Applicant:
  - a. Whether and when they may inspect the documents and/or have copies provided, and
  - b. The cost of the duplication/production of records
5. The Applicant can then:
  - a. Schedule a time for inspection of the documents,
  - b. Agree to pay for the copies or reproductions in advance, or
  - c. Cancel the Request.
6. If the Applicant chooses to inspect the documents and later wishes to have copies made, the associated costs must be paid in advance.

### **FEES:**

Fees must be paid in advance.

1. Photocopies
  - a. Black and white copies