



## 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 \$0.20 per page
  - b. Color copies \$0.50 per page
2. Research and retrieval costs: \$41.37/hour, charged in 30-minute increments, with no charge for the first hour
3. Copies of Records in other formats: The actual cost to BRLD in obtaining the record
4. Electronic storage device: \$15 per library-supplied electronic storage device
5. Self-provided electronic storage devices must be in factory sealed packaging. There will be no charge for self-provided electronic storage devices.

### APPEAL PROCESS:

If the Executive Director denies access to any public record, the Applicant may:

1. Request a written statement of the grounds for the denial, which will cite the law or regulation under which access is denied.
2. Apply to District Court for a hearing where the Executive Director must show cause for denying the record.