

La Veta Regional Library District Policy Regarding Requests for Public Records Research and Retrieval

As a governmental entity, the La Veta Regional Library District ("LVRLD") is subject to and required to comply with the Colorado Open Records Act, §§ 24-72-200.1 –0206, C.R.S. ("CORA"). To provide guidance to persons who submit requests for public records to the LVRLD pursuant to CORA, the LVRLD had 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 contact the Library Director at 310 S. Main Street, La Veta, Colorado, who will act as the designated custodian for the requested records. Records requests must be in writing and directed to the Library Director. General emails to the LVRLD (or inquiries on the LVRLD website or 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 LVRLD 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.

Fees and Costs

Fees for research and retrieval of public records shall be \$30 per hour plus the cost of copies, with a one hour minimum.

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.

ADOPTED MARCH 10, 2014

REVIEWED AND CONFIRMED BY UNANIMOUS VOTE OF THE BOARD OF
TRUSTEES APRIL 12, 2016