

# 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 –206, C.R.S. ("CORA"). To provide guidance to persons who submit requests for public records to the LVRLD pursuant to CORA, the LVRLD has 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:

**Records Custodian:** Library Director La Veta Regional Library District 310 S. Main Street La Veta, Colorado 81055

### Submission Requirements

Records requests must be in writing and directed to the Library Director. Acceptable methods of delivery are mail or hand delivery to the library address above. Email requests are not automatically accepted and are not deemed received until expressly accepted in writing by the custodian.

General emails to the LVRLD (or inquiries on the LVRLD website or social media sites) will not be treated as records requests under CORA.

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### Request Content Requirements

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.

Vague, overly broad, or insufficiently specific requests will be rejected. The requester may be asked to resubmit a compliant request.

► **Format Preference:** If photocopies or electronic copies are being sought, specify your preferred format and provide complete contact information and preferred method of delivery.

► **Inspection Requests:** Inspections are by appointment only during regular business hours and require advance scheduling. All inspections must be supervised by library staff and are subject to research and retrieval fees for staff time.

## Response Timeframes

The LVRLD will respond to records requests within three (3) business days after receipt of the request, beginning on the first business day after the request is received. If extenuating circumstances prevent a complete response within three business days, the LVRLD may extend the response period and will provide written notice of the extension within the initial three-day period, explaining the reason for the delay and the expected completion date.

## Digital Records

When records exist in digital format, the LVRLD will provide records in standard formats only. The LVRLD is not required to provide records in any specific electronic format, create searchable formats that do not already exist, sort data, or create new database queries.

## Limitations and Exemptions

The LVRLD will only produce those documents as permitted by CORA. The LVRLD is not required to create, compile, or construct records that do not exist. Documents that are prohibited from disclosure under CORA will not be released, including but not limited to:

- Personnel files and employment records (with limited exceptions)
- Records protected by attorney-client privilege or attorney work product
- Library patron records and circulation information
- Donor information and records protected by privacy laws
- Student educational records protected by FERPA
- Trade secrets and confidential business information
- Records that would compromise security or safety
- Other records specifically exempted by state or federal law

Prior to submitting a request, requesters are encouraged to research the Colorado Open Records Act for complete exemption listings.

## Fees and Costs

**Research and Retrieval Fees:** The LVRLD may impose a fee of up to \$41.37 per hour for research and retrieval of public records, with a one hour minimum. This fee applies to staff time spent locating, reviewing, redacting, and preparing records for release, including supervision of record inspection.

**Copy Costs:** The actual cost of copies will be charged in addition to any research and retrieval fees according to current LVRLD fee schedule.

**Estimates and Deposits:** The LVRLD may require an estimate and deposit before beginning work on any request. The time between providing an estimate and receiving the requester's written agreement and required deposit payment is not counted toward the statutory response period.

**Payment:** The LVRLD may withhold records until payment is received and may require full payment or a deposit before processing requests, as permitted by C.R.S. § 24-72-205(6).

**Fee Adjustments:** Hourly research and retrieval fees may be adjusted for inflation pursuant to C.R.S. § 24-72-205(6)(b). Other fees may be imposed at the discretion of the Library Director consistent with the provisions of CORA.

## Appeals and Complaints

Requesters who believe the LVRLD has not complied with CORA may file a complaint with the appropriate court as provided by CORA.

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**ORIGINALLY ADOPTED:** March 10, 2014

**PREVIOUSLY REVIEWED AND CONFIRMED:** April 12, 2016

**UPDATED:** September 10, 2025

**APPROVED BY:** Vote of the Board of Trustees