

Nederland Community Library Policy

Requests for Public Records Policy

1

1.0 Purpose:

The purpose of this policy is to establish guidelines for when members of the public submit CORA requests.

2.0 Definition: CORA: Colorado Open Records Act, C.R.S. § 24-72-202

3.0 Policy: To request public records, contact the Nederland Community Library District Director and the Director will identify the designated custodian for the requested records. Record requests must be in writing and directed to the designated custodian of records.

General emails to NCL (or inquiries on the NCL's website or social media sites) will not be treated as records requests under CORA. Requests must be submitted directly to and received by the designated records custodian.

All requests must contain the following information:

Descriptions 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 must be included.

Limitations

NCL will only produce those documents as permitted by CORA, C.R.S. § 24-72-202.

Fees and Costs

Fees for research and retrieval of public records may be imposed at the discretion of the records custodian as follows:

1st Hour—No charge.

More than 1 Hour--\$30/hour

Hourly research and retrieval fees may be adjusted for the inflation pursuant to C.R.S. § 24-72-205 (b). Other fees may be imposed at the discretion of the records custodian consistent with the provisions of CORA.

4.0 Attachments: N/A

5.0 Revision History: Rev -0- Initial Issue; 12-02-2020



Approved by the Board of Trustees on December 12.2.2020