

## Open Records Request Policy

Policy	Open Records requests within Colorado are governed by the Open Records Act (Section 24-72-201) within the Colorado Revised Statutes and other applicable sections. Garfield County Public Library District (GCPLD) is subject to and will meet the requirements of current state law regarding open records access.	
Effective Date	November 5, 2020	
Responsibility	Executive Director	
Procedures	<p>The custodian of records is the Executive Director (ED). The ED shall establish alternate custodians for times when s/he is not available. A person who desires to inspect or obtain a copy of the records shall submit an Open Records Request Form. [REVISE FORM AND DECIDE WHERE TO PLACE POLICY AND FORM ON WEBPAGE.]</p> <p>GCPLD will endeavor to make the requested records available within one working day. If the records are not readily available on the day that they are requested, the custodian of records shall set a date and time for inspection or for providing copies. Under normal circumstances, this shall happen within a maximum of three working days of receiving the request. If there are extenuating circumstances, as provided in the Act, up to an additional seven working days may be required. Working days for GCPLD are any day that the libraries are open to the public.</p> <p>The ED shall determine whether to provide an inspection of the original material or to provide a printed copy. Any inspection of original records shall take place in GCPLD's Administrative offices and be monitored by a GCPLD employee. If the requester asks for a copy, rather than or in addition to inspection of the original, the Library shall charge \$0.25 per page for letter-size reproduction, print-out, or scan. If copying facilities outside the Library are required, the actual cost for those reproduction services shall be charged to the requester.</p> <p>There is no charge for reasonable time on the part of GCPLD to locate, produce, and monitor inspection of the records. However, if fulfilling the request will require more than one hour of staff time to locate, produce and monitor inspection of the records, GCPLD will charge for the time in excess of the first hour at the rate of \$30.00 per hour, billed at 15-minute increments. GCPLD will provide the requester with an estimate of the charges before the work is undertaken, and with an invoice for the charges when the records have been located and assembled for inspection or copying. The requester shall pay the invoice before GCPLD will provide inspection or copies of the records. These charges are in addition to the charges for copies as set out above.</p>	
Supporting Documentation	<ul style="list-style-type: none"> <li>● Colorado Open Records Act, (CORA) C.R.S. 24-72-201</li> <li>● Privacy of User Records, C.R.S. 24-90-119</li> <li>● Open Records Request Form [PROVIDE URL TO FORM ONLINE.]</li> <li>● <a href="https://www.gcpld.org/sites/gcpld/files/Open-Records-Request-Form.pdf">https://www.gcpld.org/sites/gcpld/files/Open-Records-Request-Form.pdf</a></li> <li>● <a href="https://form.jotform.com/rransom/Open_Records_Request_Form">https://form.jotform.com/rransom/Open_Records_Request_Form</a></li> </ul>	
Reviewed by & Approved by / Date	APPROVED: Board of Trustees	Date: November 5, 2020