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: $30.00/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 electronic storage device

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.

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Policy approved: August 20, 2018, September 18, 2023