

**RESOLUTION OF THE BOARD OF TRUSTEES  
OF THE  
POUDRE RIVER PUBLIC LIBRARY DISTRICT**

**Colorado Open Records Act Rules and Policy**

WHEREAS, the Poudre River Public Library District (the “**District**”) was organized as a library district pursuant to §24-90-101 *et seq.*, C.R.S.; and

WHEREAS, as a governmental entity, the District is subject to and required to comply with the Colorado Open Records Act, §§ 24-72-200.1 to – 206, C.R.S. (“**CORA**”); and

WHEREAS, CORA permits the adoption of policies specifying the applicable conditions concerning the research and retrieval of public records, including the imposition of a research and retrieval fee; and

WHEREAS; to provide guidance to persons who submit requests for public records to the District pursuant to CORA, the District desires to adopt a policy regarding requests for public records and the research and retrieval fees that apply when responding to CORA requests; and

NOW THEREFORE, be it resolved by the Board of Trustees of the Poudre River Public Library District as follows:

1. The Board adopts the “Policy Regarding Requests for Public Records – Research and Retrieval” attached as Exhibit A to this resolution.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

POUDRE RIVER PUBLIC LIBRARY DISTRICT

\_\_\_\_\_  
President, Board of Trustees

Attest:

\_\_\_\_\_  
Secretary

**Exhibit A**

**POLICY REGARDING REQUESTS  
FOR PUBLIC RECORDS – Research and Retrieval**

**Requesting Public Records**

To request public records, please contact Holly Carroll at 970-221-6670 who will identify the designated custodian for the requested records. Records requests must be in writing and directed to the designated custodian of records. General emails to the District [or inquiries on the District’s website or social media sites] will not be treated as records requests under CORA. Requests must be submitted to and received by the designated records custodian.

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 District will only produce those documents as permitted by CORA. Documents that are prohibited from disclosure under CORA will not be released.

**Fees and Costs**

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

1 <sup>st</sup> Hour	-	No Charge
More than 1 Hour	-	\$30/hour

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 records custodian consistent with the provisions of CORA.