



REFERENCE AND INFORMATION SERVICES

03.04.01.P2 Citizen's Access to PCCLD Records

The Executive Director is the official custodian of records related to the operation of PCCLD. In accordance with Colorado Revised Statutes 24-72-203, the official custodian of any public records may make such rules with reference to the inspection of such records as are reasonable necessary for the protection of such records and the prevention of unnecessary interference with the regular discharge of duties of the custodian.

In consideration of the need to prevent unnecessary interference with the regular business of the library, it is necessary to adopt procedures regarding request for information from members of the public.

Persons requesting review of public records must schedule an appointment with the **Executive Director or his/her designee** ~~Human Resources~~, and all efforts will be made by ~~Human Resources~~ to schedule an appointment within three business days. Requests for appointments to review public records may be made in person, by telephone, or in writing. If a person wishes to be given copies of any public records, a reasonable copy charge of ~~\$1.00~~ **25¢** per **standard** page will be payable upon delivery of the documents. Parties requesting inspection must personally appear at the location in which the requested documents are normally housed or at any other location designated by the custodian of said records, and such appearance must be made at the appointed time. **If the record to be copied is not on a standard page format, the actual cost of the copying will be payable upon delivery of the documents.** In exceptional circumstances, the custodian may exercise his or her discretion in making other arrangements for review or inspection of public records.

If the request for review of public records requires the staff of PCCLD to research and/or retrieve the requested records, the requesting party will be charged \$30 per hour for any time spent in excess of one hour for researching and retrieving the requested records.

Response to telephonic requests for personnel or individual salary information will be granted only with the salary range of the position in question.

Should information be requested on specific salary levels for specific employees, said request must be made to the designated custodian of records in writing. Once such request is received, the custodian of records, or designated staff member, will endeavor to send a response to the inquiry within three working days of the receipt of the initial request.

Employee personnel files are exempt from inspection other than those items excluded in C.R.S. 24-72-202. Upon written request to inspect a personnel file, the official custodian will make an appointment, and arrangements for the inspection within three working days for said inspection. Material that is considered confidential under various laws will be withheld from inspection. Inspection may be conducted in a private office, with a designated member of the library staff present. No photocopies may be taken of employee personnel files or material contained therein.

[03.08.01.R1](#) *Resource Documents: Open Records Act, Colorado Revised Statutes, 24-72-202 Public Records Definitions, 24-72-203 Public Records Open to Inspection.*