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Library District

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Reference and Information Services

03.04.01.P2 Procedures for Citizen Access to PCCLD Records

These procedures provide guidelines for responding to requests from members of the public for copies of records used in the exercise of functions required or authorized by law or involving the receipt or expenditure of public funds. PCCLD seeks to promote access by the public to information and data regarding PCCLD and to ensure that all information released is valid, reliable, accurate and constructively useful.

The Executive Director is the official custodian of records ("Custodian") related to the operation of PCCLD. In accordance with the Colorado Open Records Act, Title 24, Article 72, Part 2, C.R.S. ("CORA"), the Custodian may make such rules with reference to the inspection of such records as are reasonably necessary for the protection of such records and the prevention of unnecessary interference with the regular discharge of duties of the Custodian.

Procedures

All CORA requests must be submitted to the Executive Director using *03.04.01.F1 Colorado Open Records Act (CORA) Request Form.* This form is available on PCCLD's website and may also be obtained from library staff. PCCLD must respond to any CORA request within three business days, beginning on the first business day after the request is received. This period may be extended upon determination by the Custodian that extenuating circumstances exist. An extension shall not normally exceed seven working days. The requestor shall be notified of the extension within the three-day period.

Requests for appointments to review public records may be made in person, by telephone, or in writing. 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. In exceptional circumstances, the custodian may exercise his or her discretion in making other arrangements for review or inspection of public records.

No person shall be permitted to inspect or copy any records of the District if, in the opinion of the Official Custodian after consultation with the District's legal counsel, such inspection or copying would come within the prohibition of one or more exemptions set forth in CORA

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Fees

- **Copy Charges**: If a person wishes to be given copies of any public records, a reasonable copy charge of $0.25 per page will be payable upon delivery of the documents.

- **Research and Retrieval Fees:** When the location or existence of specific documents must be researched and the documents must be retrieved, sorted or reviewed for applicability to the request, and such process requires more than one (1) hour of staff time, the Custodian may charge a research and retrieval fee not to exceed forty one dollars and thirty seven cents ($41.37) per hour, or the maximum amount allowed by the Executive Committee of the State Legislative Council, whichever is greater (the "Research and Retrieval Fee").

- **Transmission Fees:** The cost for transmitting the requested records will be charged at the actual cost of such delivery (the "Transmission Fee"). Transmission Fees will not be charged for transmitting any record via electronic mail, when requested.

- **Privilege Fees:** If any requested records are protected by a privilege (for example, but not limited to, the work product or attorney-client privileges) the District may charge the actual costs of creating a privilege log identifying the privileged records (the "Privilege Fee"). If legal assistance or review is necessary to create the privilege log, the Privilege Fee may include the actual costs for such legal assistance.

- **Fee Deposits:** If the estimated Fees to produce the records will exceed $50, the District may require a fifty (50%) percent deposit of the estimated Fees prior to commencing work to produce the records. Payment of the remainder of the Fees, including all actual costs exceeding the estimated amount, must be made prior to the time of inspection or release of the final work product or copies.

Requests for Personnel, Employment Records and Salary Information

The Human Resources Director shall serve as the Custodian of any records related to personnel, employment records and salaries. Response to telephonic requests for personnel or individual salary information will be granted only with the salary range of the position in question.

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Should information be requested on specific salary levels for specific employees, the request must be made to the Director of Human Resources in writing. Once such a request is received the Human Resources Director 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 Human Resources Director 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.

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