



MRLD Open Records Request Policy **Adopted April 3, 2023**

Mission Statement

The Montrose Regional Library District fosters community by providing resources, encouraging reading, and supporting lifelong learning.

Purpose of Open Records Request Policy

The Open Records Request Policy, approved by the Board of Trustees, outlines the procedures for access to records within the Montrose Regional Library District. 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. The Montrose Regional Library District is subject to and will meet the requirements of current state law regarding open records access.

Statement of Policy

Ultimate responsibility for Open Records requests at the Montrose Regional Library District (MRLD) rests with the Library Director, who administers under the authority of the Board of Trustees. The Library Director, in turn, delegates the procurement of records and documentation to appropriate departmental staff.

Procedures

The custodian of records is the Library Director. The Library Director shall establish alternate custodians for times when the Director is not available. A person who desires to inspect or obtain a copy of the records shall submit an Open Records Request Form.

MRLD will make the requested records available within three working days. If there are extenuating circumstances, as provided in the Act, up to an additional seven working days may be required. Working days for MRLD are any day that the libraries are open to the public.

The Library Director 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 MRLD's Administrative Offices and be monitored by a MRLD 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, printout, or scan. If copying facilities outside the Library are required, the actual cost for those reproduction services shall be charged to the requester.

There is no charge for reasonable time on the part of MRLD 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, MRLD will charge for the time in excess of the first hour at the rate of \$30.00 per hour, billed at 15-minute increments. MRLD 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 MRLD will provide inspection or copies of the records. These charges are in addition to the charges for copies as set out above.

Supporting Documentation

- Colorado Open Records Act, (CORA) C.R.S. 24-72-201
- Privacy of User Records, C.R.S. 24-90-119
- Open Records Request Form