



Open Records Policy

Open Records requests within Colorado are governed by the Open Records Act (Section 24-72201) within the Colorado Revised Statutes and other applicable sections. East Morgan County Library District is subject to and will meet the requirements of current state law regarding open records access.

Access, process and the handling of Open Records Requests by East Morgan County Library District is determined through the Library's Open Records Access Procedure.

See also the EMCLD Open Records Access Procedure.

See also EMCLD Access to Employee Records Policy

Approved: September 2020

Reviewed: October 2021



Colorado Open Record Act (CORA) Request Form

Date: _____

Name of Requesting Party: _____

Contact Information: (phone and/or email address): _____

Request: (please be as specific as possible)

Document Review Preference: (if options are available)

_____ In Person _____ Email _____ Photocopy
_____ Other: _____

The initial request for information by a person, agency, association or affiliated group will be charged at the rate of the first hour for free, additional time will be charged at \$30 per hour for all staff time and 25 cents per page. Subsequent requests for information by the same person, agency, association or affiliated group will be charged at the rate of \$30 per hour for staff time and 25 cents per page, with no free hour.

Estimates of costs for all requests will be provided and payment will be due in advance. If the necessary time exceeds the estimate, the party or parties requesting the information will be notified that additional time is needed, an estimate will be provided, and payment will be due in advance.



Open Records Procedure

The Colorado Open Records Act allows interested individuals to request and receive records from the East Morgan County Library District.

Some information, by statute, cannot be provided. That includes but is not limited to:

- Patron records and borrowing information
- Personnel information
- Attorney client privileged information

The first request for information by a person, agency, association or affiliated group will be charged at the rate of the first hour for free, additional time will be charged at \$30 per hour for all staff time and 25 cents per page. Subsequent requests for information by the same person, agency, association or affiliated group will be charged at the rate of \$30 per hour for staff time and 25 cents per page, with no free hour.

Estimates of costs for all requests will be provided and payment will be due in advance. If the necessary time exceeds the estimate, the party or parties requesting the information will be notified that additional time is needed, an estimate will be provided and payment will be due in advance.

Contact the library director at 970-842-4596 for more information.

Approved: September 2020

Reviewed: October 2021