

Dolores Public Library

Records Retention and Request Policy

Records Retention

The Dolores Library District recognizes a need for a comprehensive records retention schedule for the district's records both non-permanent and those that have long-term administrative, fiscal, and historical value. The Colorado State Archives has developed a state-wide record retention schedule in cooperation with the Colorado Special Districts Association, the Colorado Attorney General's Office, and the State Auditor's Office for special districts to use. Therefore, be it resolved by the Board of Trustees of the Dolores Library District, that it hereby adopts the 2008 Colorado Special District Records Retention Schedule and all subsequent revisions.

Requests for Public Records

The Dolores Library District will follow the rules set forth in the Colorado Open Records Act (CORA), CRS 24-72-100.1, et seq. To request public records, contact the Dolores Library District Executive Director at 970-882-4127 or in person, and they will identify the designated custodian for the requested records. Official record requests must be in writing and directed to the designated custodian of records.

General emails to the Dolores Library District (or inquiries on the 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 directly.

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 must be included.

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

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

- 1st Hour - No Charge
- More than 1 Hour - \$30/hour*

* Hourly research and retrieval fees may be adjusted for inflation pursuant to CRS 24-72-205(b). Other fees may be imposed at the discretion of the records custodian consistent with the provisions of CORA.

ADOPTED: April 12, 2022