RESOLUTION OF THE BOARD OF TRUSTEES
OF THE
ARAPAHOE LIBRARY DISTRICT

Colorado Open Records Act Rules and Policy

WHEREAS, the Arapahoe Library District (the "District") was organized as a library
district pursuant to §24-90-101 et seq., C.R.S.; and

WHEREAS, as a governmental entity, the District is subject to and required to comply
with the Colorado Open Records Act, §§ 24-72-200.1 to – 206, C.R.S. ("CORA"); and

WHEREAS, CORA permits the adoption of policies specifying the applicable conditions
concerning the research and retrieval of public records, including the imposition of a research
and retrieval fee; and

WHEREAS, to provide guidance to persons who submit requests for public records to the
District pursuant to CORA, the District desires to adopt a policy regarding requests for public
records and the research and retrieval fees that apply when responding to CORA requests; and

NOW THEREFORE, be it resolved by the Board of Trustees of the Arapahoe Library
District as follows:

1. The Board adopts the "Policy Regarding Requests for Public Records – Research
   and Retrieval" attached as Exhibit A to this resolution.

Adopted this 19th day of August, 2014.

ARAPAHOE LIBRARY DISTRICT

President, Board of Trustees

Atest:

Secretary

(00120692)
POLICY REGARDING REQUESTS
FOR PUBLIC RECORDS – Research and Retrieval

Requesting Public Records
To request public records, please contact Oliver Sanidas at (303) 792-8987 who will identify the
designated custodian for the requested records. Records requests must be in writing and directed
to the designated custodian of records. General emails to the District [or inquiries on the
District’s 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.

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.

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

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

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<th>1st Hour</th>
<th>More than 1 Hour</th>
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<tr>
<td></td>
<td>No Charge</td>
<td>$30/hour</td>
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Hourly research and retrieval fees may be adjusted for inflation pursuant to C.R.S. § 24-72-
205(b). Other fees may be imposed at the discretion of the records custodian consistent with the
provisions of CORA.