

# Red Feather Mountain Library District Colorado Open Records Request

Your Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Date \_\_\_\_\_

Phone and/or email \_\_\_\_\_

To: Creed Kidd  
Library Director  
Red Feather Mountain Library District  
71 Firehouse Lane / PO Box 123  
Red Feather Lakes, CO 80545

Pursuant to the Colorado Open Records Act § 24-72-201 et seq., I request that you make available for inspection and copying the following public records:

I request/do not request *[select one]* a waiver of all fees for searching or copying these records in that the disclosure of the requested information is in the public interest and will contribute significantly to the public's understanding of:

This information is not being sought for commercial purposes. If there are any fees for searching or copying these records, please inform me if the cost will exceed \$\_\_\_\_\_.

Please set a date and hour, within three working days following receipt of this letter, at which time the records will be made available for inspection, as required by § 24-72-203(2), C.R.S. If access to these records will take longer, please cite the extenuating circumstances and let me know when I should expect copies or the ability to inspect the requested records.

[*Optional*] I ask that records available in electronic format be transmitted by email to:

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If you deny any portion, or all, of this request, please provide me with a written explanation of the reason(s) for your denial, including a citation to each specific statutory exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law. If you conclude that portions of the records that I request are exempt from disclosure, please release the remainder of such records for inspection and copying, redacting only the portion or portions that you claim are exempt.

**Red Feather Mountain Library District**  
**Colorado Open Records Act (CORA) fees**  
**Effective December 1, 2018**

The Colorado Open Records statute acknowledges that there are real costs associated with the disclosure of public records, such as staff time to assemble, review and evaluate records for exempt information and copy costs.

Photo Copying: \$0.25 per image (applies to a request with more than 20 pages\*)

Staff Time: \$25.00 per hour (applies after the first hour if it takes more than one hour of staff time to fulfill the request)

Attorney Time: \$30.00 per hour, if utilized

Retrieval of Documents: \$28.00 per box

\*A fee of twenty-five cents (\$0.25) per standard page and fifty cents (\$0.50) per double-sided page will be charged

Printing fees may still apply when records are transmitted electronically if it is necessary for the custodian to print documents in order to redact exempt information and/or scan the record to create an electronic file

Personally identifying information, such as social security number, home phone number or home address, as well as medical or mental health data is exempt from release to the public. As such, basic privacy interests are protected.

Resource: Colorado Department of Regulatory Agencies Open Records – CORA requests

<https://www.colorado.gov/pacific/dora/open-records-cora-requests>

For further information contact [help@redfeatherlibrary.org](mailto:help@redfeatherlibrary.org)