



APS 2022 – Colorado Open Records Act (CORA) Appendix B

Procedure to Submit a CORA Request

Step 1 – Select Location of Records Requested and Corresponding Records Custodian:

<input type="checkbox"/> University of Colorado System and Board of Regents Email: CORACUSystem@cu.edu Phone: 303-860-5691 Fax: 303-860-5640 Address: 1800 Grant St., Suite 700 Denver, CO 80203	<input type="checkbox"/> University of Colorado Boulder Email: CORACUBoulder@colorado.edu Phone: 303-735-7427 Fax: 303-492-4086 Address: 924 Broadway, 013 UCB Boulder, CO 80309
<input type="checkbox"/> University of Colorado Colorado Springs Email: CORAUCCS@uccs.edu Phone: (719) 255-3820 Fax: (719) 255-3511 Address: 1420 Austin Bluffs Parkway, P.O. Box 7150 Colorado Springs, CO 80933	<input type="checkbox"/> University of Colorado Denver Anschutz Medical Campus Email: CORAUCD@ucdenver.edu Phone: 303-315-7682 Fax: 303-315-2877 Address: Campus Box 168, P.O. Box 173364 Denver, CO 80217-3364

Step 2 – Complete the following form:

Public Records Request Form University of Colorado		
The following request is made under the Colorado Open Records Act:		
		Date: _____ a.m. _____ p.m. _____
Name: _____		
Company Represented: _____		
Address: _____		
Phone/Fax: _____		
Email: _____		
Documents Requested (Please be Specific)	Relevant Time Period or Date of Issuance	Comments
*If the document name is unknown, provide brief, but specific description of document or information requested (note date of issuance and location of document if known).		
Signature _____		Date _____
For Official Use Only		
Time spent by staff assembling the records request. _____		
Estimated cost of assembly. \$ _____		
Records requests received by: _____		Date: _____

Step 3 – Submit completed form to records custodian selected in Step 1.