



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 CU Board of Regents Office of the Board of Regents Email: CORACUSystem@cu.edu Phone: 303-860-5600 FAX: 303-860-5640 Address: 1800 Grant St, Suite 800, Denver, CO 80203	<input type="checkbox"/> University of Colorado Boulder Office of the Chancellor Email: CORACUBoulder@colorado.edu Phone: 303-492-8908 Fax: 303-492-8866 Address: 914 Broadway, Boulder, CO 80309
<input type="checkbox"/> University of Colorado Colorado Springs Office of University Counsel 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 Office of the Chancellor Email: CORAUCD@ucdenver.edu Phone: 303-315-7682 Fax: 303-315-4446 Mailing Address: Campus Box 168, P.O. Box 173364, Address: 1380 Lawrence St., Suite 1400 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 in 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.