



## Procedure to Submit a CORA Request

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

<input type="checkbox"/> <b>University of Colorado System and CU Board of Regents</b> Office of the Board of Regents Email: <a href="mailto:CORACUSystem@cu.edu">CORACUSystem@cu.edu</a> Phone: 303-860-5600 FAX: 303-860-5640 Address: 1800 Grant St, Suite 800, Denver, CO 80203	<input type="checkbox"/> <b>University of Colorado Boulder</b> Office of the Chancellor Email: <a href="mailto:CORACUBoulder@colorado.edu">CORACUBoulder@colorado.edu</a> Phone: 303-492-8908 Fax: 303-492-8866 Address: 914 Broadway, Boulder, CO 80309
<input type="checkbox"/> <b>University of Colorado Colorado Springs</b> Office of University Counsel Email: <a href="mailto:CORAUCCS@uccs.edu">CORAUCCS@uccs.edu</a> Phone: (719) 255-3820 Fax: (719) 255-3511 Address: 1420 Austin Bluffs Parkway, P.O. Box 7150, Colorado Springs, CO 80933	<input type="checkbox"/> <b>University of Colorado Denver   Anschutz Medical Campus</b> Office of the Chancellor Email: <a href="mailto:CORAUCD@ucdenver.edu">CORAUCD@ucdenver.edu</a> Phone: 303-315-7682 Fax: 303-315-2877 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 _____
<b>For Official Use Only</b>		
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.