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:

☐ 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

☐ University of Colorado Boulder
   Email: CORACUBoulder@colorado.edu
   Phone: 303-735-7427
   Fax: 303-492-4086
   Address:
   924 Broadway, 013 UCB
   Boulder, CO 80309

☐ 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

☐ 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. $ ____________________________ Date: __________________

Records requests received by: ____________________________ Date: __________________

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