



### 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**  
 Attn: Tanya Cohen  
 Office of University Counsel  
 Email: [CORACUSystem@cu.edu](mailto:CORACUSystem@cu.edu)  
 Phone: 303-860-5691  
 Fax: 303-860-5640  
 Address: 1800 Grant St., Suite 700, Denver, CO 80203
- University of Colorado Boulder**  
 Attn: Laura Portis, CORA Compliance Administrator  
 Office of University Counsel  
 Email: [CORACUBoulder@colorado.edu](mailto:CORACUBoulder@colorado.edu)  
 Phone: 303-735-7427  
 Fax: 303-492-4086  
 Address: 924 Broadway, 013 UCB, Boulder, CO 80309
- University of Colorado Colorado Springs**  
 Office of University Counsel  
 Email: [CORAUCCS@uccs.edu](mailto: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**  
 Office of the Chancellor  
 Email: [CORAUCD@ucdenver.edu](mailto:CORAUCD@ucdenver.edu)  
 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:

<b>Public Records Request Form University of Colorado</b>		
<p>The following request is made under the Colorado Open Records Act:</p> <p style="text-align: right;">Date: _____ a.m. _____ p.m. _____</p> <p>Name: _____</p> <p>Company Represented: _____</p> <p>Address: _____</p> <p>Phone/Fax: _____</p> <p>Email: _____</p>		
Documents Requested (Please be Specific)	Relevant Time Period or Date of Issuance	Comments
<p>*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).</p> <p>Signature _____ Date _____</p>		
<p><b>For Official Use Only</b></p> <p>Time spent by staff in assembling the records request. _____</p> <p>Estimated cost of assembly. \$ _____</p> <p>Records requests received by: _____ Date: _____</p>		

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