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Submit a Request [1]

The University of Colorado has a centralized process for submitting public records requests.? To expedite the processing of your request,**?please read the instructions below before submitting your request.**

When you have completed reading the instructions, please fill out the form below.? By clicking Submit, your request will be routed to the appropriate record custodian. If you prefer to submit your request by mail, you may do so by addressing your request to: Attn: Director of Public Records Compliance, University of Colorado System Administration, 1800 Grant St., Suite 800, Denver, CO 80203.

Instructions for Submitting a Request

When submitting your public records request, please provide as many specific details as possible so that we may locate the record(s) quickly and efficiently.? If you are requesting any of the records listed below, please click on the appropriate link for additional guidance on what details to include in your request and for helpful resources.

FERPA & Student Directory Information

Each campus maintains its own webpage related to FERPA and student information. You may find additional information by visiting these sites:

University of Colorado Anschutz:
https://www.cuanschutz.edu/registrar/student-resources/ferpa#ac-nondiscl... [2]

University of Colorado Boulder:
https://www.colorado.edu/registrar/students/records/ferpa [3]

University of Colorado Colorado Springs:
https://registrar.uccs.edu/student-resources/records-and-privacy/ferpa-t... [4]

University of Colorado Denver:
https://www.ucdenver.edu/registrar/student-resources/ferpa [5]

Email Correspondence

Requests for email correspondence must include the following information. Requests that do

not contain the required information will not be considered.

- Name or email address of each individual mailbox to search;
- Date range;
- Key word(s) to include in the search.

Bid/Purchasing Records

Records related to bids will not be disclosed until the resulting contract(s) from the bid are fully executed. To expedite requests for bid/RFP records, please include the solicitation reference number.

You may find the reference number for bids posted **after September 20, 2023** here: www.bidnetdirect.com/colorado/universityofcolorado [6].

You may find the reference number for bids posted **before September 21, 2023** here: bids.sciquest.com/apps/Router/PublicEvent?CustomerOrg=Colorado [7].

If you have specific questions related to bids, please contact the purchasing agent referenced in the solicitation posting.

Police Incident Reports

University of Colorado Anschutz:
www.cuanschutz.edu/police/services/request-a-copy-of-a-police-report [8]

University of Colorado Boulder:
www.colorado.edu/police/records [9]

University of Colorado Colorado Springs:
police.uccs.edu/sites/g/files/kjihxj1621/files/inline-files/records%20request%20form.pdf (PDF) [10]

University of Colorado Denver:
aurariacampus.edu/services-departments/police/records-requests/ [11]

Data/Statistics

The University publishes a wide range of institutional data and research. Each campus maintains its own webpage containing data dashboards and reports. You may find additional information by visiting these sites:

University of Colorado Anschutz and Denver:
www.ucdenver.edu/offices/institutional-research-and-effectiveness [12]

University of Colorado Boulder:
data.colorado.edu [13]

University of Colorado Colorado Springs:
data.uccs.edu [14]

If you would like to request data that is not found in the above resources, please provide specific details about the data being requested, including a date range. Please be advised that the Colorado Open Records Act does not require the University to create records in order to respond to a request. Upon receipt of your request, the university will assess if there are existing records that contain the requested data, or if responsive data can be extracted.?

Student/Patient/Personnel Records

Student educational records, patient records, and employee personnel files are confidential under state and/or federal laws and may only be disclosed to the individual to whom they pertain or by parties who have written consent from that individual.??You should not submit a public records request for these records. Please contact the appropriate department directly.

Submit a Request

Directions: Once you have reviewed the instructions, please complete the form below. Please refer to the FAQ for additional helpful information.

Groups audience:
Colorado Open Records Act (CORA)

Source URL:https://www.cu.edu/records/submit-request

Links
[1] https://www.cu.edu/records/submit-request [2] https://www.cuanschutz.edu/registrar/student-resources/ferpa#ac-nondisclosure-of-directory-information-4
[3] https://www.colorado.edu/registrar/students/records/ferpa [4] https://registrar.uccs.edu/student-resources/records-and-privacy/ferpa-the-family-educational-rights-and-privacy-act
[5] https://www.ucdenver.edu/registrar/student-resources/ferpa
[6] https://www.bidnetdirect.com/colorado/universityofcolorado
[7] https://bids.sciquest.com/apps/Router/PublicEvent?CustomerOrg=Colorado
[8] https://www.cuanschutz.edu/police/services/request-a-copy-of-a-police-report
[9] https://www.colorado.edu/police/records [10] https://police.uccs.edu/sites/g/files/kjihxj1621/files/inline-files/records%20request%20form.pdf [11] https://aurariacampus.edu/services-departments/police/records-requests/ [12] https://www.ucdenver.edu/offices/institutional-research-and-effectiveness
[13] https://data.colorado.edu [14] https://data.uccs.edu