

Open Records Requests ^[1]

To Our Constituents and Community Members,

As a result of current public health circumstances, many university employees are working remotely to protect the health and safety of our staff and the public. While we will make every effort to comply with your open records act request in the time allowed by law, certain circumstances may inhibit our ability to do so; including availability and ability of staff to access and produce the records. We will continue to communicate with you in a timely manner and thank you in advance for your patience and understanding.

Public Information Requests

The University of Colorado is a public institution committed to openness, transparency, accountability and responsiveness. The Colorado Open Records Act (CORA) is the formal vehicle for requesting public information from the university. CU's [policy](#) ^[2] on open records and [request form](#) ^[3] are intended to facilitate requests and get you to the right place for the information you seek.

Please note: the University of Colorado has four campuses and requests often need to be directed to a specific campus. Each has a custodian of record (detailed on the request form) as a contact point for open records requests. Per statute, the university reserves the right to charge fees for some requests requiring substantial staff time to fulfill and/or copying significant numbers of documents. Additionally, state statute does not oblige the university to create records, but to make available certain existing records.

Information requests including, but not limited to, the following categories require submitting a CORA request form:

- Contracts with the university and materials related to contracting process (all contract-related requests should be directed to CU system administration as detailed in Appendix B);
- Procurement process and results;
- Results of requests for proposal (RFP);
- Salaries of university employees;
- Student directory information;
- Faculty/staff directory information;
- Electronic communications.

There are several areas where state and/or federal laws and privacy statutes prohibit the university from releasing information. See Appendix A for a comprehensive list. Examples include:

- Student academic records;
- Personnel files;
- Attorney-client privileged information;
- Sexual harassment complaints/investigations;
- Disciplinary records;
- Details of bona fide research projects.

Procedures for making and responding to requests for information to the University of Colorado Office of the Board of Regents or system administration under the Colorado Open Records Act (CORA)

- [University of Colorado Administrative Policy Statement \(2022\): Colorado Open Records Act \(CORA\)](#) ^[2]
- [CORA Request Form](#) ^[3] (pdf)
- [Information Not Public by Law](#) ^[4] (pdf)

Groups audience:

University Relations

Source URL: <https://www.cu.edu/university-relations/open-records-requests>

Links

[1] <https://www.cu.edu/university-relations/open-records-requests>

[2] <https://www.cu.edu/ope/aps/2022>

[3] https://www.cu.edu/sites/default/files/2022_Appendix-B.pdf

[4] https://www.cu.edu/sites/default/files/2022_Appendix-A.pdf