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Open Records Requests [1]

How to Request Public Records

The University of Colorado is a public institution committed to openness, transparency, accountability and responsiveness. The Colorado Open Records Act (CORA) provides a process for requesting public information from

Follow these three steps to submit a request for university records.

02

Submit Your Request

Complete the university's official CORA request form. Your request will be routed to the appropriate records custodian.

Access the Request Form ? [2]

03

Review the Response

The university will review your request in accordance with applicable law and university policy. Additional time or fees may apply to certain requests.

Important Information

CORA provides access to certain existing public records. The university is not required to create new records in response to a request.

The university may charge fees for requests requiring substantial staff time or the duplication of significant numbers of documents. Certain information is protected from disclosure by state or federal law.

Understanding Public Records

Some university information may be requested through CORA, while other information is protected from disclosure.

Commonly Requested Records

Information requests involving the following categories generally require a CORA request:

- University contracts and contracting materials
- Procurement processes and results
- Results of requests for proposal (RFP)
- University employee salaries
- Student directory information
- Faculty and staff directory information
- Electronic communications

All contract-related requests should be directed to CU system administration, as specified in the university's CORA procedures.

Information Protected From Disclosure

Certain university records are protected by state and federal privacy laws. Examples include:

- Student academic records
- Protected personnel files
- Attorney-client privileged information
- Protected sexual harassment complaints and investigations
- Protected disciplinary records
- Confidential details of bona fide research projects

View Information Not Public by Law (PDF) ? [3]

Policies and Resources

Review CU's official CORA policy and supporting resources before submitting your request.

Colorado Open Records Act Policy (APS 2022) ? [4]

Review the university's official policy governing the inspection of public records.

Submit a CORA Request ? [2]

Access the official request form and instructions for submitting a public records request.

Groups audience:
University Relations

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

Ready to Submit a Request?

Submit a CORA Request 2 rial to review submission instructions and

Links
[1] https://www.cu.edu/university-relations/open-records-requests [2] https://www.cu.edu/records/submit-request [3] https://www.cu.edu/sites/default/files/2022_Appendix-A.pdf [4] https://www.cu.edu/ope/aps/2022