



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
Phone: 303-860-5691
Fax: 303-860-5640
Address: 1800 Grant St., Suite 700, Denver, CO 80203
- University of Colorado Boulder**
Office of the Chancellor
Email: CORACUBoulder@colorado.edu
Phone: 303-492-8908
Fax: 303-492-8866
Address: 914 Broadway, Boulder, CO 80309
- University of Colorado Colorado Springs**
Office of University Counsel
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**
Office of the Chancellor
Email: 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:

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 in assembling the records request. _____		
Estimated cost of assembly. \$ _____		
Records requests received by: _____		
Date: _____		

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