APS 2022 – Colorado Open Records Act (CORA)
Appendix B

Procedure to Submit a CORA Request

Step 1 – Select Location of Records Requested and Corresponding Records Custodian:

- University of Colorado System and CU Board of Regents
  Cheryl Espinoza
  Office of the Board of Regents
  Email: CORACUSystem@cu.edu
  Phone: 303-860-5600
  FAX: 303-860-5670
  Address: 1800 Grant St, Suite 800, Denver, CO 80203

- University of Colorado Boulder
  Scott Bocim
  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) 255-3804
  Fax: (719) 255-3511
  Address: 1420 Austin Bluffs Parkway
  Colorado Springs, CO 80918

- University of Colorado Denver | Anschutz Medical Campus
  Office of the Chancellor
  Email: CORAUCD@ucdenver.edu
  Phone: 303-315-7682
  Fax: 303-315-4446
  Mailing Address: Campus Box 168, P.O. Box 173364
  Denver, CO 80217-3364
  Physical Address: 1380 Lawrence St., Suite 1400
  Denver, CO 80204

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
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*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.