



ADMINISTRATIVE POLICY STATEMENT

1 **Policy Title:** Colorado Open Records Act (CORA)
2 **APS Number:** 2022 **APS Functional Area:** **ADMINISTRATIVE/GENERAL**
3
4 **Brief Description:** This policy sets forth rules for the inspection of public records in the custody or control of
5 the University of Colorado.
6 **Effective:** ~~January 1, 2019~~ February 1, 2026 (tentative) (Pending)
7 **Approved by:** President ~~Bruce D. Benson~~ Todd Saliman
8 **Responsible University Officer:** Vice President for University Communication
9 **Responsible Office:** University Relations
10 **Policy Contact:** Vice President for University Communication
11 **Supersedes:** Colorado Open Records Act (CORA), ~~July 1, 2014~~ January 1, 2019
12 **Last Reviewed/Updated:** ~~August 28, 2024~~ February 1, 2026 (tentative) (Pending)
13 **Applies to:** This policy applies to all requests submitted pursuant to C.R.S. § 24-72-201, *et seq.*, to
14 inspect public records in the custody or control of the University of Colorado.
15

16 **Reason for Policy:** Sets forth university requirements for inspection of public records in accordance with the Colorado Open
17 Records Act.
18

19 **I. INTRODUCTION**

20 Pursuant to C.R.S. § 24-72-201, *et seq.*, the “Colorado Open Records Act” (the Act), all public records must be open for
21 inspection by any person at reasonable times, except as provided by law. This policy sets forth the ~~official custodians’ (for~~
22 ~~the Board of Regents, CU system administration, or CU campuses)~~ rules for the inspection of ~~such public~~ records, as
23 provided in the Act, which rules are reasonably necessary for the protection of such records and the prevention of
24 unnecessary interference with the regular discharge of the duties of the custodian or the custodian’s office.
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26
27 **II. POLICY STATEMENT**

28 This policy applies to all requests, submitted pursuant to ~~C.R.S. § 24-72-201, et seq., the Act~~ to inspect public records in
29 the custody or control of the University of Colorado. The university is committed to the guiding principles of openness,
30 transparency, accountability, and responsiveness.
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32
33 **A. Requirements for requesting to inspect public records for the University of Colorado:**

- 34
35 1. All requests to inspect public records must be submitted in writing to the official record custodian using the
36 [online request form](#). Requests may also be submitted by mail to: Attn: Director of Public Records Compliance,
37 University of Colorado System Administration, 1800 Grant Street, Suite 800, Denver, CO 80203.
38
39 2. The date the request is received by the custodian will constitute the “date of receipt”. ~~For requests submitted via~~
40 ~~e-mail, t~~The date of receipt shall be the date that the official record custodian confirms receipt in writing to the
41 ~~requester/requester~~. The statutory time for response will begin when the custodian provides confirmation to the
42 ~~requester/requester~~. If a request is sent ~~via e-mail~~ to anyone other than the official record custodian, it will not be
43 considered as received by the university.
44
45 3. All requests for records **must** be specific as to the records sought ~~and the relevant dates, including:-~~

46

47 a. ~~Requests for correspondence must identify the parties to the correspondence and date range. Key words are~~
 48 ~~helpful in narrowing requests for correspondence. For any request that is vague or broadly stated, the~~
 49 ~~custodian may require the requestor to provide a more specific request.~~

50 b. ~~Requests for other types of records (contracts, policies, etc.) must identify the type of document requested,~~
 51 ~~the approximate date of the document, and the department (if known).~~

52 a-c. ~~For any request that is vague or broadly stated, the custodian may require the requestor~~~~requester~~ ~~to provide a~~
 53 ~~more specific request.~~

- 54
- 55 4. If a ~~requestor-requester~~ is unable to identify the specific document(s) sought, the ~~requestor-requester~~ is
 56 encouraged to contact the ~~relevant~~-custodian in advance of submitting a request for assistance in providing the
 57 requisite specificity.
 58
- 59 5. There are several categories of information that are protected by state and federal law. See [APPENDIX A](#) for a
 60 list of examples of information that the university is prohibited from releasing.
 61
- 62 6. The university is not required by the Act to construct or create a record that does not exist. Nor is the university
 63 required to manipulate or analyze information ~~in a new way~~ in order to respond to a request.
 64
- 65 7. Time for response to records requests shall be as follows:
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- 67 a. The normal time for production shall be three (3) working days; beginning on the first business day after the
 68 request is received (see section II.A above).
 69 b. Such period may be extended upon determination by the custodian that extenuating circumstances exist.
 70 Such period of extension shall not normally exceed **seven (7)** working days. The ~~requestor-requester~~ shall be
 71 notified of the extension within the three-day period.
 72
- 73 8. Requests to inspect records will not take priority over the regular work activities of university employees.
 74
- 75 9. Charges for copies of requested records shall be as follows:
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- 77 a. The normal cost for requested documents shall be \$.25 per page or, for documents in non-standard formats,
 78 the actual duplication costs. If electronic copies of responsive records can be made available without printing
 79 or scanning, there shall be no per page charge for such records.
 80 b. The custodian may charge a research and retrieval fee based on the actual time spent and the actual cost of
 81 responding to the request; provided, however, that the hourly rate for employee time shall be set in
 82 accordance with [C.R.S. § 24-72-205, et seq., the Act](#) and there shall be no charge for the first hour of
 83 employee time.
 84 c. Payment must be received by the custodian before any records are produced to the ~~requestor-requester~~.
 85
- 86 10. If the employee time for responding to a request, including, but not limited to, research and retrieval, is expected
 87 to exceed the initial complimentary hour, the custodian will provide the ~~requestor-requester~~ with an estimate of
 88 the cost of responding. If the ~~requestor-requester~~ wishes to proceed once receiving an estimate, they must
 89 respond in writing. By responding in writing, the ~~requestor-requester~~ agrees to pay all fees associated with
 90 responding to the request before any records are produced. The time between the date of the custodian's estimate
 91 and the receipt by the custodian of a written response to proceed will not be counted against the time period set
 92 forth in section II.A.
 93
- 94 11. If a ~~requestor-requester~~ wishes to inspect available records in advance of receiving copies, such inspection shall
 95 be by appointment only during normal working hours. Such inspection must be supervised by a university
 96 representative and the ~~requestor-requester~~ may be charged for employee time associated with such inspection.
 97

98 **III. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES**

99 A. Procedures

100 [Procedures for Requesting Access to Public Records at the University of Colorado](#)

101 ~~B. Forms~~

[Public Records Request Form](#)

[C.B.](#) Other Resources (i.e., training, secondary contact information)

[Appendix A: Information Not Public by Law](#)

IV. HISTORY

- Adopted: July 1, 2013.
- Revised: July 1, 2014; January 1, 2019; July 1, 2019 - Hourly rate updated from \$30.00 to \$33.58 in accordance with C.R.S. § 24-72-205, *et seq.*; October 2, 2023 – After periodic review, non-substantive changes were implemented; August 28, 2024 – Non-substantive cleanups were made to implement a new hourly rate in accordance with C.R.S. § 24-72-205, *et seq.*; January 12, 2026 - Non-substantive changes were made to incorporate link to online request form and to remove reference related to hourly rate stated in section II.A.9.b; January 12, 2026 - Non-substantive changes were made to incorporate link to online request form and to remove reference related to hourly rate stated in section II.A.9.b: [February 1, 2026 \(Pending\)](#).
- Last Reviewed: ~~August 28, 2024~~[February 1, 2026 \(Pending\)](#).

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