Title: Open Records Requests
Source: Office of University Counsel
Prepared by: Office of University Counsel
Approved by: Chancellor
Effective Date: August 30, 2007
Replaces: February 23, 2005
Applies: All campuses

A. Introduction

The University of Colorado Denver (UC Denver) has developed this Open Records Request Policy (“Policy”) in order to create a systematic method of managing open records requests.

B. Table of Contents

A. Introduction
B. Table of Contents
C. Reference
D. Responsibility
E. Policy Statement
F. Procedures

C. Reference


D. Responsibility

1. It is the responsibility of the Office of University Counsel to ensure compliance with this policy.
E. Policy Statement

Pursuant to the Colorado Open Records Act (“CORA”) public records are to be open for inspection by individuals at reasonable times, upon request, unless exempted under CORA. As a public institution, UC Denver recognizes the importance of this state policy and the importance of creating an environment of openness with respect to its internal operations. This policy is intended to balance the public’s right to inspect UC Denver records with UC Denver’s need to protect its records and prevent unnecessary interference with its regular duties in responding to requests.

F. Procedures

1. Custodian of Records
   a. The Chancellor shall serve as the official custodian of records for UC Denver.

2. Requesting Open Records
   a. All requests should be addressed to the Chancellor, Office of the Chancellor, P.O. Box 173364, Campus Box 168, Denver, CO 80217-3364. The Chancellor will immediately forward all requests to the Office of University Counsel.
   b. All requests must be made in writing. Faxed or e-mailed requests will not be accepted. The date the request is received by the Chancellor will constitute the “date of receipt” for timing purposes.
   c. All requests must be specific as to the records sought and the relevant dates. Requests for correspondence must identify the parties to the correspondence. For any request that is vague or broadly stated the custodian may require the requestor to provide a more specific request.
   d. Requests for records will not take priority over previously scheduled work activities or duties of UC Denver.
   e. UC Denver reserves the right to levy a reasonable fee for research and retrieval services of requested documents above and beyond the costs for obtaining copies as identified in paragraph F.4.d.
   f. The custodian is not required by the Open Records Act to construct a document that does not exist.

3. Responding to Requests for Open Records
   a. The Office of University Counsel will determine if the information requested is subject to inspection under CORA. If it is determined the records requested are not subject to inspection under CORA, the Office of University Counsel will inform the requestor, in writing, that the request is being denied.
b. If the request is for records UC Denver does not possess, the requestor will be informed, in writing, that UC Denver does not possess the requested records.

c. If the requested records contain information that is partially open to inspection and partially exempt from inspection UC Denver may withhold the record altogether or redact the exempted information and provide the record(s) for inspection.

d. If the request is made by a member of the media, the Office of Public Relations will be informed.

e. UC Denver will make reasonable efforts to ensure requested records are available for inspection within three (3) business days of receiving the request. If the records are not immediately available, or if extenuating circumstances exist, UC Denver will make reasonable efforts to ensure the records are available within ten (10) business days of receiving the request.

f. Once the records have been located and reviewed, UC Denver will notify the requestor, in writing, via United States Mail that the records are available for inspection.

4. Inspection of Records

a. Once the requestor is notified that the records are available for inspection, the requestor must contact UC Denver within five business days to arrange a date, time, and place to inspect the records. If within five business days the requestor fails to schedule a time for inspection the request will be considered abandoned.

b. Records will be available for inspection during UC Denver’s normal business hours of 8:00 AM to 5:00 PM, Monday through Friday.

c. Only the requesting party will be allowed to inspect the records. The records may not be inspected by a representative or surrogate of the requesting party.

d. The requestor may obtain copies of the requested records at a cost of $0.25 per page, or for documents in non-standard formats, the actual duplication costs. Payment must be received in advance of releasing requested copies.

e. The records will be maintained by UC Denver for forty-eight hours after the scheduled inspection time at which point the records will be returned to their point of origination.

f. If the requesting party is unable to inspect the public records on the date scheduled, the requestor must inform UC Denver and reschedule a date and time to inspect the records within forty-eight hours of the original scheduled time, or the request will be considered abandoned.

g. Once a request is considered abandoned, the requestor must submit a new request to inspect any records.