

AURARIA CAMPUS POLICY



Policy Title:	Requests for Public Records		
Approval Authority:	Chief Executive Officer		
Approved:	10/27/2021	Category:	Campus-Wide Policy
Last Reviewed:	10/27/2021	Effective:	10/27/21

Policy Statement

The following constitutes the policy of the Auraria Higher Education Center (“AHEC”) regarding requests for inspection of “public records” as that term is defined under the Colorado Open Records Act (“CORA”), C.R.S. § 24-72-200.1, et seq.

The provisions of this policy set forth rules for the inspection of public records. These rules are reasonably necessary for the protection of such records and the prevention of unnecessary interference with the regular discharge of the duties of the Custodian of Records (“Custodian”) or the Custodian’s office.

All CORA requests must comply with this policy. Please be advised that the Custodian is not obligated to act upon a CORA request unless and until the request meets the requirements of this policy.

Requests to inspect records

- (1) All Requests must include the requestor’s name, mailing and e-mail address, and be submitted in writing to the Custodian. Requests made to any other person or office within AHEC will not be accepted.
- (2) All Requests must be physically mailed or hand-delivered to the Custodian.

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Auraria Higher Education Center
1068 9th Street Historic Park
Denver, CO 80204
Office: 303-556-2303
Email: custodianofrecord@ahec.edu

Requests for criminal justice records (e.g., accident or incident reports) shall be made directly to the [Auraria Campus Police Department through its website](#).

- (3) Requests sent via e-mail shall be deemed rejected unless and until the Custodian expressly confirms acceptance of the request. Due to spam filters and similar computer software, AHEC cannot guarantee that an e-mail request has been received by the Custodian. Should the Custodian accept an e-mail request, the statutory time for response will begin when the Custodian provides

confirmation to the requestor. If a request is sent via e-mail to anyone other than the Custodian, or if the Custodian does not accept such an e-mail request, it will not be considered as received by AHEC.

- (4) The date the written request is received by the Custodian or the date the Custodian confirms receipt of an e-mail request will be considered the "date of receipt."
- (5) All requests for records 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 before responding.
- (6) AHEC is not required by CORA to construct or create a record that does not exist. Additionally, AHEC is not required to manipulate or analyze information in a new way in order to respond to a request.
- (7) Time for response to CORA requests that comply with this policy shall be as follows:
 - a. The normal time for production shall be three working days, beginning on the first business day after the request is received by the Custodian.
 - b. Such periods may be extended upon determination by the Custodian should extenuating circumstances exist. Such period of extension shall not normally exceed seven working days. The requestor shall be notified of the extension within the original three-day period.
 - c. These time periods for responding to requests shall not apply to (i) requests that do not comply with this policy, (ii) requests that are too broad or burdensome such that they interfere with regular work duties, or (iii) requests for which the appropriate charges have not been paid.
- (8) Requests to inspect records shall not take priority over the regular work activities of AHEC employees.
- (9) Charges for copies of requested records shall be as follows:
 - a. The normal cost for requested documents shall be \$.25 per page or, for documents in non-standard formats, the actual duplication costs.
 - b. At the Custodian's prerogative, the requestor may be charged a reasonable research, retrieval, and review fee based on the actual cost of responding to the request; there shall be no charge for the first hour of employee time and additional employee time will be at the rate of \$25 per hour.
 - c. Where the record is a result of computer output other than word processing, the requestor will be charged \$25 per hour.
 - d. While not required, the Custodian may, at the Custodian's sole discretion, choose to handle or analyze information in a new way in order to respond to a request. Where the record is a result of such manipulation or analysis, the requestor will be charged, unless waived or reduced by the Custodian, the actual costs of creating the record.
 - e. Unless waived by the Custodian, the requestor will be charged the cost of transmitting the records to the requestor by United States mail or other delivery service.
- (10) Charges of \$25 or less must be paid prior to viewing or receiving copies. If charges are expected to exceed \$25, the Custodian will provide the requestor with an estimate of the cost of responding prior to responding and may require a prepaid deposit. If the requestor wishes to proceed once receiving an estimate, he or she must respond in writing and pay the deposit if required. By responding in writing, the requestor agrees to pay all fees associated with responding to the request. The time between the date of the Custodian's estimate and the receipt by the Custodian of a written response to proceed will not be counted against the time period set forth above.

- (11) If a requestor wishes to inspect available records in advance of receiving copies, such inspection shall be by appointment only during normal working hours. Such inspection shall occur on-site and may be supervised by the Custodian or appointed representative.
- (12) Subsequent to the approval of this policy, if CORA is amended to modify the maximum amount of any charges described above, the policy will be applied consistent with the provisions of such amendments.

History and Updates

10/11/21 Historical requirements and procedures recorded formally as policy.