

Denver City Council CORA FAQs

What is CORA?

"CORA" stands for "Colorado Open Records Act". The Colorado Open Records Act requires that most public records be available to the public. Anyone can request information that is in the possession of a government office, including the Denver City Council.

What is a public record?

A "public record" includes most writings made, maintained, or kept by our office. However, there are some exceptions concerning records made available under CORA.

Do all open records requests go through the Denver City Council?

No. An open records request needs to be filed directly with the appropriate government office or the custodian of the records that you want to see. Other agencies may have different processes for open records requests, so contact the office directly to review its process.

Where do I submit my records request?

You must submit your request to the custodian of the record- the government office that holds the record itself. There is no central repository for public records or single office that fulfills public records requests in Colorado. For most governmental agencies, you can submit your request directly to the Public Information Officer of that agency. If you don't know how to contact that person, call the government entity and ask how to submit your request. To request records in possession of the Denver City Council, send a written request in person, by email, or regular mail to:

City Council CORA Custodian
1437 Bannock Street, Room 451
Denver, CO 80202
CouncilCORA@denvergov.org

Do I have to submit a CORA request with the Denver City Council to get information?

No. It is the intent of our office to provide records to the public without requiring a CORA request. Before making a CORA request, contact our office to request information from our staff. Many of the documents are already readily available to the public. Our office may be able to help you access these documents without asking you to make a CORA request.

How do I submit a CORA request to the Denver City Council?

To request records in possession of the Denver City Council, send a written request in person, by email, or regular mail to:

City Council CORA Custodian
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How do I request public information from the Denver City Council?

There is no special form to fill out for a CORA request. If you want to gain access to information through CORA, then you must make a written request.

You can send your written request in person, by email, or regular mail to:

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To ensure you receive records in a timely manner, your request must include the following:

- Your name and mailing address.
- Your phone number or email address so that we can contact you if we have questions about your request.
- A detailed list or description of the specific information you are seeking. The more specific your request is, the faster we can complete it.
- If you send your request by email, the subject line must indicate that you are making a “CORA request,” “Open Records Request,” or other similar language.

We will not ask you why you are requesting the information. However, we may ask you to clarify your request to determine which records are relevant and avoid giving you too much or too little information.

How do you deliver the information to me?

Information that is available in an electronic format can generally be placed on a disk or emailed to you, if you prefer.

If the information is not available electronically, we will send paper copies to you by mail. You will be charged in advance for all electronic or paper documents sent to you.

Can I view the information in your office?

If you want to physically inspect the information, please state that in your written request. Once the documentation has been gathered, you will be notified by the custodian. The custodian will work with you to make the records available for you to do so during normal business hours at the administrative offices of City Council.

Any information that is confidential by law or is exempt from the Colorado Open Records Act will be removed from the documents that you view.

Is there a fee?

Custodians of public records within the City and County of Denver may charge for research and retrieval time, data manipulation, and the production and copying of records necessary to respond to requests for records in accordance with CORA. When a custodian receives a CORA request, the custodian may estimate the research and retrieval time to estimate the appropriate fee for the work to be performed. The custodian will disclose the fee amount to you. You must pay all costs in advance. If you do not submit the payment, the custodian will consider your CORA request abandoned.

The first hour of time for research and retrieval of records is complimentary. If more than one hour is required for searching, retrieving, redacting, and compiling documents, the fee for staff time is \$30 per hour after the first hour in addition to copying fees.

Copying fees are as follows:

- Photocopies of public records are \$0.25 cents per page for photocopies not exceeding 11 inches by 17 inches
- Copies of public records transmitted to media (CDs and USB Flash Drives) are \$15.00 per media.
- Copies of video footage transmitted to media are \$35.00 per media.
- Where copies can be transmitted via email transmission, no fee shall be charged. Photocopies on larger sheets, paper copies such as plans, blueprints, drawings, and photographs are subject to an increased fee.

I've sent in my CORA request. How long will it take?

We have up to three working days upon receipt of your request to respond to your request. If extenuating circumstances exist, then we have up to seven working days to fill your request. You will be notified in writing when your request is complete.

After you send your CORA, you will receive an automated reply email acknowledging receipt of your CORA request. This is not an official response under the statutory requirements of CORA. If you have not received an acknowledgement reply email by the end of the next regular business day after you emailed your request, please check with us to ensure that we've received your request. Once all responsive records are located, compiled, and reviewed, the custodian will send another response informing you that:

- There are no responsive records;
- The responsive records are available for inspection; or
- That there are responsive records but they are being withheld.

What happens if I request confidential information? Can any information be excluded from my request?

Some information is considered confidential or is excluded from the Colorado Open Records Act.

Some examples of excluded public records include:

- Criminal justice records or documents prepared for a criminal investigation.
- Work product prepared for an elected official.
- Trade secrets and proprietary software information, including programs and source code.
- Home address and home telephone number of any City officer, official, or employee

See the [Colorado Open Records Act](#) for more details.

Where can I find more information about CORA requests?

You can read the [Colorado Open Records Act](#).