

What is the Colorado Open Records Act (CORA)?

The Colorado Open Records Act (CORA) allows most public records of a given public agency to be reviewed by any person within a reasonable amount of time. CORA is codified in the Colorado Revised Statutes (C.R.S. 24-72-200.1 through 24-72-206). Any person can submit a CORA request for public records in the possession of Colorado Springs School District 11.

What is a record?

The Colorado Revised Statutes, C.R.S. 24-80-101(2), defines a record as: "all books, papers, maps, photographs, or other documentary materials, regardless of physical form or characteristics, made or received by any governmental agency in pursuance of law or in connection with the transaction of public business and preserved or appropriate for preservation by the agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the government or because of the value of the official governmental data contained therein".

Do I need to file a CORA request for student records or transcripts?

No. To request student records or transcripts, please return to our main page and use the Records Request form.

Are there fees associated with a CORA request?

In accordance with Colorado Revised Statute 24-72-205, and Colorado Springs School District Board of Education Policy KDB and regulation KDB-R, the District shall charge fees for the processing of records. These include a \$30 per hour research and retrieval fee for all work beyond the first hour and a fee of .25 cents per standard page for copies or for generating or manipulating data in a form not used by the district. These fees are charged and payment is due prior to delivery of any record.

Are all records open to the public?

Not all records are open to the public. The Custodian of Records for the District may deny access to a public record in accordance with Colorado law.

What should I include in my CORA Request?

Please remember to include these specific details in your request.

- Your name;
- Your contact information, with a preferred phone number or email in case we need to clarify the request;
- Details regarding the specific record/s being requested, including search terms and the date range for your request;
- Specific search terms related to your inquiry; and
- Preference for record delivery.

How do I submit a CORA Request?

Use one of the following addresses to submit your CORA request:

Address:

Records Management Center
Attn: Custodian of Records
870 Babcock Road
Colorado Springs, Colorado 80915

Email:

d11records@d11.org

Fax:

719 – 520-2423