

COMMUNITY COLLEGE OF DENVER

Title: Records Management and Colorado Open Records Act Requests

Guideline #: PO – 4

Approved: March 26, 2012

Revised: November 17, 2014

Revised: June 29, 2015
August 9, 2017

References: SP 3-110, Records Management and Colorado Open Records Act Requests

Approved By: Dr. Everette J. Freeman, President

1. GUIDELINES:

The Community College of Denver (College) hereby adopts, in its entirety, System President's Procedure (SP) 3-110, Records Management and Colorado Open Records Act Requests. These guidelines shall be used by the College when responding to public records request.

As required by SP 3-110, the College's Custodian of Records shall be the Executive Assistant (EA) to the President of the College. Requests must be submitted to the EA by email, fax or mail. Email submissions shall be sent to CORA.Request@ccd.edu, fax submissions to 303.556.4602, or mail submissions to Community College of Denver, ATTN: Executive Assistant to the President, Campus Box 250, P.O. Box 173363, Denver, Colorado 80217.