Colorado Open Records Act (CORA) Frequently Asked Questions

What is CORA?
"CORA" stands for the "Colorado Open Records Act." In the spirit of open government, 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 Colorado Energy & Carbon Management ("ECMC"). The Colorado Open Records Act is located in the Colorado Revised Statutes at 24-72-201 to 24-72-309, C.R.S.

What is a public record?
A "public record" includes most writings made, maintained, or kept by our office. However, there are some exceptions to what is a "public record" and can be made available under CORA.

How do I submit a CORA request?
All requests must be submitted using the online form. Please refer to our CORA Policy for more information.

How will I receive the records I requested?
All documents will be delivered electronically unless otherwise indicated. When records cannot be provided electronically, Staff will reach out to you to make the necessary arrangements.

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. Any confidential or excluded information will be redacted from the records you receive. Some examples of excluded public records include:
- Personally identifiable information
- Work product prepared for an elected official
- Privileged records (e.g., Attorney-Client Privilege, Deliberative Process Privilege)
- Trade secrets and proprietary information

Will ECMC staff interpret/ explain the documents provided in a CORA response?
No. Questions regarding interpretation of records provided pursuant to an Open Records Request are beyond the scope of the Colorado Open Records Act.

Will the ECMC create new documents in response to a CORA response?
No. The Colorado Open Records Act does not require government offices to create records that do not already exist. The ECMC will provide existing public records, but will not create documents or compile data into a new format in response to a CORA request.

Are there any charges associated with a CORA request?
There is no charge unless the request involves more than one hour of Staff time or hard copies are requested (hard copies are $0.25 per page for requests that exceed 25 pages; Staff time after the first hour is $33.58 per hour). In most cases, payment is due before the records are released. For large CORA requests, the ECMC will obtain your approval of the cost estimate before we begin retrieving, reviewing, and producing records.

I'm seeking multiple categories of records related to a similar topic, how will my request be processed?
Requests for multiple categories of records regarding the same or related topics will be processed as one CORA request and treated as such for billing purposes if they are submitted by the same individual or organization.

How long will it take to respond to my CORA request?
We make every effort to respond within three working days of receipt of the written CORA request. In extenuating circumstances, allowable by Statute, it may take more than three working days to prepare the records. In these instances, Staff will communicate the need for the time extension with the requester.

I still have questions regarding my CORA request. Who should I contact?
Please refer to the Department of Natural Resources CORA Policy, which has more detailed information on the CORA process. If you still need help, please contact ECMC Communications Director Megan Castle at megan.castle@state.co.us.

I am a journalist and I need information on a deadline. Who can help me?
Members of the media should contact Megan Castle, Communications Director, at megan.castle@state.co.us. Please visit our Media page. Record requests received from a journalist will be processed as a CORA request under the CORA Policy.