



policy statement

The Colorado Open Records Act, Colo. Rev. Stat. § 24-72-200.1, *et seq.* (CORA), requires that all public records be open for inspection by any person at reasonable times, except as provided by law. CORA is applicable to political subdivisions of the State of Colorado, including Colorado Housing the Finance Authority (CHFA). This policy has been developed to implement CORA's requirements at CHFA.

policy guidelines

Applicability and Scope

This policy applies solely to open records requests by the public in which CHFA is the custodian of public records pursuant to CORA. Inquiries and other requests from federal or state elected officials and from members of the media should be referred to CHFA's Marketing and Community Relations Division at jfrancis@chfainfo.com.

Generally, "public records" means and includes all writings made, maintained, or kept by CHFA, but subject to the exceptions specifically described in CORA. CHFA must allow inspection of public records at reasonable times, unless a specific ground for denial set out in CORA exists. These include, for example, instances where certain records are privileged or otherwise confidential and protected from disclosure pursuant to law or court order.

Rules Regarding Requests

CHFA's "official custodian" of records, as such term is defined under CORA ("Official Custodian"), may make rules for inspection of records that are reasonably necessary to protect the records and prevent unnecessary interference with CHFA's business. CHFA's General Counsel is the Official Custodian of records for public records maintained by CHFA, and has delegated certain responsibilities to authorized persons in order to facilitate responses to requests made under CORA.

- Form of Request: CHFA will only accept records requests made in writing or electronically via email. Requests made verbally or through social media are not accepted.
- Where to Submit Requests: Records requests should be submitted in writing to the following:
 - By mail to:

Attn: CHFA Document Custodian (CORA)
Colorado Housing and Finance Authority
1981 Blake Street
Denver, Colorado 80202
 - By email to:

CORA@chfainfo.com



- **Receipt of Requests:** A request received any day CHFA is officially closed or received after CHFA's regular business hours (generally from 8:00am to 5:00pm, Monday through Friday) is considered received as of the following working day.
- **Inspection Requests:** If an inspection of records is to be performed at CHFA's offices, such inspection may only be by appointment during regular business hours.

Fees for Copies and Research

Except as otherwise provided by applicable law, CHFA may charge research and retrieval fees based on the actual cost of responding to the request consistent with CORA. The hourly rate is the maximum fee then allowable under CORA¹, and includes any time required for the removal of personal and other information protected by law from public disclosure. CHFA may also charge reasonable copy fees at the maximum rate then allowable under CORA.

If research and retrieval charges are anticipated, CHFA will provide the requestor with an estimate of the cost of responding, and the requestor must pay the cost estimate, in full, as a deposit *before* CHFA will begin any work to fulfill the request. If CHFA, while processing the request, determines that the time needed to fulfill the request or that the number of potentially responsive public records is greater than its initial estimates, CHFA may ask for an additional deposit to continue working on the request. Such deposit(s) will be credited to the total fee owed. Full payment must be received before CHFA will send any records to the requestor.

¹ Section 24-72-205 (6) (b), C.R.S., requires the Director of Research of the Legislative Council to periodically adjust the maximum hourly fee for the research and retrieval of public documents. Effective as of July 1, 2019, the maximum hourly fee is \$33.58.