
CORA Policy

The STEAD School — Colorado Open Records Act (CORA) Policy

Public Records Custodian

All Colorado Open Records Act (CORA) requests for The STEAD School must be directed to:

Bill Kottenstette

Custodian of Records

[✉ bkottenstette@thesteadschool.org](mailto:bkottenstette@thesteadschool.org)

Response Time

- The STEAD School will make every effort to respond to CORA requests within **three (3) business days** as required by law (C.R.S. § 24-72-203).
- When extenuating circumstances apply, the response period may be extended up to **seven (7) additional business days**.

Fees

To recover costs, The STEAD School will apply the following fee schedule, consistent with Colorado law:

- **First hour of research and retrieval:** Free.
- **Additional time:** \$41.37 per hour, charged in 15-minute increments (effective July 1, 2024, adjusted periodically for inflation)[\[web†source\]](#).
- **Copies:** \$0.25 per page for paper copies over 25 pages[\[web†source\]](#).

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- **Electronic records:** Provided by email or digital transfer at no per-page charge, though research and retrieval fees may still apply.
 - A **deposit may be required** if estimated costs exceed \$50.
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Exempt Records

Certain records are exempt from disclosure under CORA, including but not limited to:

- Student educational records protected by FERPA;
 - Personnel files;
 - Records of ongoing investigations;
 - Attorney-client privileged communications.
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Submission Requirements

- Requests must be **in writing** and submitted by email to the Custodian of Records.
 - Requests should be specific enough to allow staff to efficiently identify the records being sought.
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Library / Collection Reconsideration Requests

Per **SB 25-063 (2025)**, all requests to reconsider student reading materials (including books in the open collection) and the school's written determination are considered **public records** and will be disclosed under CORA.

The STEAD School — CORA Request Form

Requestor Information

- Name: _____
- Organization (if applicable): _____
- Phone Number: _____
- Email Address: _____
- Mailing Address: _____

Description of Records Requested

(Please be as specific as possible)

Preferred Format (check one)

- ☐ Electronic
☐ Paper
☐ Inspection (view in person)

Date Range of Records (if applicable)

Additional Notes

Acknowledgment

I understand that:

- The STEAD School will respond within 3 business days, or up to 7 additional business days if extenuating circumstances apply.

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- The first hour of research and retrieval is free; after that, a fee of \$41.37 per hour will apply, plus \$0.25 per page for paper copies over 25 pages.
 - Certain records are exempt from disclosure under CORA, including student education records, personnel files, and attorney-client privileged communications.

Signature: _____ Date: _____

Submit completed form to:

Bill Kottenstette, Custodian of Records
bkottenstette@thesteadschool.org