

As a reminder, the University is subject to the Colorado Open Records Act (“CORA,” C.R.S. § 24-72-201, *et. seq.*), which requires public records to be open for inspection by any person at reasonable times, except as provided by law. Public records are information created, maintained, or kept by the University that relate to the performance of public functions or the receipt or expenditure of public funds. These records may be subject to public inspection regardless of whether they are stored on University- or personally-owned devices, like cellphones or external personal email accounts.

We recommend using University-owned or supported technology and equipment to conduct University business, like the Microsoft platform, including Outlook and Teams apps for your phone. Further, highly confidential information can never be stored on external devices, accounts, or servers. That way, records are stored by the University as opposed to your personal device. This simplifies the records collection process. Otherwise, you may be required to provide access to a personal device or account in order for University Counsel to determine whether you have any records that respond to a specific CORA request. Text messages or emails sent to your personal device as a part of the multi-factor authentication process are not considered to be public records.

The University of Colorado system has two policies that address technology and open records: [6001 Providing and Using Information Technology](#) and [2022 Colorado Open Records Act](#). If you have any questions, please reach out to the Office of University Counsel at legal@uccs.edu or (719) 255-3804.