



# Air Pollution Control Division

## Data, Records and CORA Request Guidelines

1. Have you tried to search for records on-line? If not, here is the link:  
<http://environmentalrecords.colorado.gov/HPRMWebDrawer/Record>
2. Records requests may also be made by contacting the Air Pollution Control Division (the “Division”) and submitting a records request in writing. You can submit your request via email, fax or mail:

Records Manager  
Air Pollution Control Division  
Colorado Department of Public Health and  
Environment Mail stop: APCD-SS-B1  
4300 Cherry Creek Drive South  
Denver CO 80246-1530

Email: [cdphe\\_apcd\\_records@state.co.us](mailto:cdphe_apcd_records@state.co.us)  
Fax: 303-782-0278  
Phone: 303-692-3100

3. Your request should include as much information as possible, such as:  
AIRS ID, site address, permit numbers, locations, dates  
Your contact information

Be specific in what records you are requesting. This will help to expedite our response and serve you better.  
Requests must be submitted in writing.

4. The Records Center will ascertain the volume of available responsive information and notify the requestor of the results. The Division will work with the requestor to make arrangements to review the responsive public records at the Division or obtain copies (electronic or paper) of the same.
5. Records can be given to the requestor in a variety of ways:
  - a. A Google Drive may be used for sharing files. The file will be shared for a period of five business days, at which time, the shared rights will be removed.
  - b. Files can be burned to CD or DVD, and either mailed to, or picked up by, the requestor. Thumb drives are also available for larger files. There will be associated costs
  - c. Records which are hard copy may be scanned and provided in electronic format. This can be performed by either the state’s contracted vendor or by the Records Unit, depending on the amount of records.

- d. Files may be sent via email, not to exceed Department email limitations.
  - e. FTP sites will no longer be used.
6. On-site file reviews at the Division, are by appointment only: Monday thru Friday, 8:30 am to 12:00 pm and 1:00 pm to 4:30 pm.
7. To conduct a data retrieval please specify the data elements needed and specific selection criteria based upon these elements
8. There may be costs associated with your request. We will do our best to provide you with the records you requested as quickly and efficiently as possible.
- a. Division staff can provide up to 25 copies/scans, at no charge. Generally, the Division will provide the estimate for copy/scans, however, larger requests may be sent to the state's contracted vendor, who will provide a cost estimate directly to the requestor.
  - b. The Division will charge \$30 per hour when records requests require more than one hour of staff time. There may be further charges when specialized document production or skills are required to fulfill the request, such as attorneys' fees incurred in preparing a privilege log. Costs charged will not exceed the actual cost to produce the records.
  - c. Data retrieval fees will be charged to compile reports from information on the Division's databases.
  - d. Some records are stored at an off-site facility. There will be a retrieval charge for the responsive documents, dependent on the number of boxes to be retrieved.
  - e. Electronically stored files may be transmitted free of charge if file is less than Department's email limitations. Larger files can be transferred to CD, DVD or thumb drive. Costs vary.
  - f. We can accept Master Card, Visa, check or money order. Fees must be paid prior to the retrieval review of records.
7. Please see the Colorado Department of Public Health and Environment's policy, available on our website: <https://www.colorado.gov/pacific/cdphe/department-policy-2.17>