

Brandon Shaffer, Chairperson

Rebecca Oakes, Vice-Chairperson
Denise Balazic
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Colorado Board of Parole

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MEMORANDUM

Date: March 13, 2014

To: Parole Board Members
Parole Board Office Manager
CDOC Deputy Executive Director
CDOC Open Records Liaison

From: Brandon Shaffer, Colorado Board of Parole, Chairperson

Subj.: Compliance with CORA/CCJRA Statute and Policy

For purposes of responding to Colorado Open Records Act and Colorado Criminal Justice Records Act requests submitted to the Parole Board, the Board hereby designates the Colorado Department of Corrections ("CDOC") Open Records Liaison (currently Adrienne Jacobson) as its agent. The Board shall respond to any such request in accordance with the procedures set forth in the CDOC Administrative Regulation 1350-04.