University of Northern Colorado 1 Board Policy Manual

Part 6 ʹ Policies: General

1-1-601 Naming of Facilities.

The University of Northern Colorado Board of Trustees recognize and appreciate
the many people who have made and continue to make significant contributions to
the University’s success and desire to recognize such contributions. Prior to
submission to the Board of Trustees of any nomination for recognition of entities
for service contribution or financial support to the University, the President shall
notify the appropriate governance groups, including the Faculty Senate, and the
president of the UNC Foundation of any proposed nomination. Recognition may
include, but is not limited to, the naming of physical facilities or programs in honor
of an individual or organization. The Board of Trustees shall make the final
determination of any such recognition. (Approved BOT 6-16-04)

1-1-602 Architectural Standards.

The physical environment of the campus enhances learning and reflects the
university’s commitment to excellence. The physical development of the campus of

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within the University will not be accepted. In addition to any requirements
under CORA, a Request must:
(a) be identified as a “Colorado Open Records Act” or “CORA” Request;
(b) include the requester’s name, mailing and email address;
(c) be sent to the Custodian at fax: 970-351-1834 or mailing address:
University of Northern Colorado, ATTN: CORA Request, Carter Hall
2006, Campus Box 4, Greeley, CO 80639; and
(d) describe the requested public records in enough detail (including but
not limited to the relevant dates covered by the Request) to enable the
Custodian, or the employee(s) designated by the Custodian, to locate
such records in a reasonable amount of time and with a reasonable
amount of effort.
(2) The Custodian is not obligated to act upon a Request for public records
unless it meets each of the requirements of sub-sections (1)(a) through (d).
Due to spam filters and similar computer software, the University cannot
guarantee that an email Request has been received by the Custodian and,
therefore, Requests made by email will not be automatically accepted. At the
sole discretion of the Custodian, email Requests may be accepted by the
Custodian but shall be deemed rejected unless and until the Custodian
expressly confirms acceptance.
(3) If a Request complies with sub-sections (1)(a) through (c), above, but not with
sub- section (1)(d), above, the Custodian may, in their discretion, not act on
the Request as it does not comply with each of the requirements of this
paragraph or, in the alternative, require that the requestor provide additional
information in order to comply with sub-section (1)(d).
(4) The time allowed under CORA for response to a Request shall begin on the
first business day after the University’s receipt of a Request that complies
with the requirements of this policy.
(5) Charges for responses to Requests are:
(a) for photocopies of public records, $0.25 per page or, for documents in
non-standard formats, the actual duplication costs incurred for the
copy;
(b)

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Policy History

1-1-603 REQUESTS FOR PUBLIC RECORDS UNDER THE COLORADO OPEN
RECORDS ACT.
Section 1-1-603 section added (Mar 2014)