



COLORADO
Department of Health Care
Policy & Financing

Department of Health Care Policy & Financing
303 E. 17th Avenue
Denver, CO 80203



To Whom It May Concern:

The Department of Health Care Policy and Financing has received your Formal Legal Hold Notice and Preservation of Evidence. In order to assist you appropriately, we request clarification regarding the scope and intent of your notice.

The notice as submitted is broad and lacks specificity about

- The individual(s) for whom the hold is requested, and
- The specific records or information being sought.

Please clarify whose records are subject to the requested hold. Please note that for a legal hold to apply to multiple adults, each individual must submit a request on their own behalf. Absent such requests, the hold would apply only to the individual who submitted the notice.

If this submission was not intended to request a legal hold, please specify what information or action you are requesting from the Department.

If you are requesting your Designated Records Set, please confirm whether you would like the records transmitted using encryption. If you do not wish to receive the records in encrypted form, a written request for non-encrypted transmission is required.

For your convenience, copies of the relevant request forms have been forwarded in both English and Spanish.

Sincerely,

Department of Health Care,
Policy, and Financing

