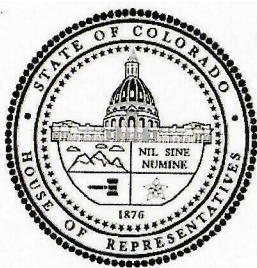


State Representative
Anthony Hartsook
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Member:
Education Committee
Finance Committee
Health & Insurance Committee
Legislative Council Committee

COLORADO
HOUSE OF REPRESENTATIVES
State Capitol
Denver
80203

December 28, 2023

Office Email Policy for Representative Anthony Hartsook

1. **Transient email.** Transient email is email that is personal in nature, of fleeting or no value, or otherwise was not created or received during the conduct of State business. These emails are encouraged to be deleted immediately after reading and should not be retained longer than thirty days after receipt. Examples of transient email include emails about lunch plans, arranging a ride home, spam, advertising, or other non-work-related publications or notices.
2. **Administrative email.** Administrative email is email that serves some state-related purpose but is also transitory or of time-limited value because it serves a time-defined administrative purpose. Examples include emails about an upcoming meeting, a reminder of an approaching deadline, or newsletters from various organizations. These emails will be retained until they are no longer of administrative value and then deleted. Generally, these emails will be retained up to a maximum of thirty days.
3. **Intermediate email.** Email requiring intermediate retention is email that is neither transient nor administrative and has more significant administrative, legal, or fiscal value than an administrative email. Examples of this type of email include information for legislation; information pertaining to a specific subject area, topic, or bill; information pertaining to a procedural aspect of the legislative process; or any other information to which future reference may be needed. These emails will typically be retained for a minimum of thirty days. For emails in this category that will be retained for longer than thirty days, and best practice is the creation of folders to help categorize these emails. Emails in this category can be retained until of no additional value to the legislative office.

Sincerely,

A handwritten signature in black ink that reads "Anthony Hartsook". The signature is written in a cursive, flowing style.

Anthony Hartsook
Colorado State Representative
House District 44