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COMMITTEES

Agriculture & Natural Resources
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SENATE STATE OF COLORADO DENVER

October 27, 2023

RE: Report of Email Retention Policy

To Legislative Council Staff;

Per the passage of Senate Bill 23-286, please accept this as my report outlining my office's email retention policy. This email retention policy shall only apply to emailed correspondence that is sent to my email(s) that has been specified for legislative business and duties.

This retention policy will apply to the following emails, which are being used for the legislative business and duties that I shall conduct as a Colorado State Senator:

- Byron.Pelton.Senate@coleg.gov
- senatorbpelton@gmail.com

These email addresses have been advertised publicly as the best means in which my constituents and others whom wish to conduct state business through my office can contact me.

It is my general office policy to delete emails as soon as they are no longer pertinent. Pertinence, for the purpose of email retention and deletion, is identified below:

1. **Transient E-mail:** Email that is personal in nature, of fleeting or no value, or otherwise not created or received in the course of state business may be (and is encouraged to be) deleted immediately after reading. May include, but is not limited to: emails about lunch plans, spam, advertising, or other non-work-related publications or notices.
2. **Administrative E-Mail.** This 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. May include, but is not limited to: emails about upcoming meetings, reminders of approaching deadlines, constituency outreach, or constituent requests/inquiries. Retain this e-mail until it is no longer of administrative value (for example: the meeting has occurred or casework for a constituent has been resolved) and delete it.
3. **Intermediate Retention.** This is email that is neither transient nor permanent and has more significant administrative, legal, or fiscal value than an administrative email as previously described. This email may include, but is not limited to: resource information for legislation, information pertaining to a specific subject area or topic, information pertaining to a procedural aspect of the legislative process, or any other information to which I may want to refer in the future.

As I seek to best serve the constituency of Colorado Senate District 1, and in reference to section 24-72-204.5 (3), C.R.S., this email retention policy may be modified at my discretion.

Thank you,

Byron H. Pelton
Colorado State Senator