

## **SENATE REPUBLICAN CAUCUS E-MAIL RETENTION POLICY**

### **Purpose**

Members of the Senate Republican Caucus (“caucus members”) seek to ensure that caucus members are not hindered in serving the people of Colorado by retaining e-mails longer than necessary to effectively conduct Senate business.

This e-mail retention policy ensures that caucus members are compliant with the rules established by C.R.S. 24-72-204.5.

### **Scope**

This policy covers any e-mails received for the purpose of conducting Senate business by a caucus member. These can include, but are not limited to, e-mails from constituents, scheduling e-mails, publications, administrative e-mails, and e-mails related to legislation or other work product.

The policy does not include other forms of communication such as text messages, messages over social media, voicemails, letters, or other written notes. Furthermore, the policy is intended to grant freedom and not restrict a caucus member’s management of his or her e-mails.

### **Description**

Any e-mail may be deleted as soon as an individual with authorized access to a caucus member’s account has had a chance to determine the nature of the e-mail.

Notwithstanding this policy, e-mail correspondences may be considered a public record and subject to public inspection under C.R.S. 24-72-303. Therefore, any e-mail that is the subject of a public records request under C.R.S. 24-72-201 to 206 must be preserved from the date of the request until such time as the records request is completely resolved.

A caucus member may adopt a different policy from this one at any time he or she sees fit.