

# Records Retention Policy

Office of State Representative Bob Marshall  
Colorado House District 43

*Updated on December 15, 2023*

I, Colorado State Representative Bob Marshall, am the records custodian for the public records in my direct custody and control.

Due to the high volume of written materials received during the usual course of business, I implement the following records retention policies on a regular basis:

- Correspondence that is exchanged via email, text message, and direct message through social media platforms is read as soon as possible upon receipt. Text, direct messages and emails are generally deleted in the normal course of business after receipt unless it needs to be retained to resolve ongoing legislative or constituent issues. Email correspondence that is exchanged is archived regularly and at least every 30 days. Hard mail is generally disposed of after being read after receipt or answered unless necessary to resolve ongoing legislative or constituent issues, and is then generally scanned for retention/use and subject to the email policy.
- Email “trash” boxes are deleted regularly and at least every 30 days.
- Because draft materials are frequently superseded in the normal course of the legislative process, preliminary, non-final drafts of documents, as well as documents that are no longer relevant due to passage of time, change in law, change in underlying factual bases or conclusion of legislative processes, are deleted regularly and at least every 30 days to facilitate retrieval of only the most current, relevant versions of documents.
- Any change, modification or adjustment to this policy by a valid court order, decree or any other controlling legal authority will, of course, take precedence and supersede any office or individual specific policy.



State Representative Bob Marshall

Date: \_\_\_\_19 Dec 2023\_\_\_\_\_