



COLORADO
Department of Early Childhood

Colorado General Assembly
200 E Colfax Avenue
Denver, CO 80203

January 1, 2024

Staff of the Legislative Council
State Capitol Building
200 East Colfax
Denver, Colorado 80203

To the Staff of the Legislative Council:

The Colorado Department of Early Childhood (CDEC) respectfully submits the attached electronic mail (“email”) retention policy for CDEC in response to reporting requirements set forth in Section 24-72-204.5(3), C.R.S.

On or before January 1, 2024, each member of the general assembly, the governor's office and each office of the governor, and each state agency and institution shall submit a report to the staff of the legislative council of the general assembly outlining its respective electronic mail retention policy. The members of the general assembly may submit individual reports or may submit a report that specifies the electronic mail retention policies of multiple members of the general assembly.

If you have any questions, please contact Michele Stillwell-Parvensky, CDEC's Legislative Liaison, at michele.stillwellparvensky@state.co.us.

Sincerely,

Dr. Lisa Roy
Executive Director
Colorado Department of Early Childhood





TITLE: EMAIL RETENTION POLICY
POLICY NUMBER: 23-005
SUPERSEDES: ALL PREVIOUS VERSIONS
PAGE(S): 2
ATTACHMENTS OR FORMS: NONE
AUTHORITY: STATUTE, RULE, STANDARD, AND/OR EXECUTIVE ORDER: C.R.S. 24-72-204.5(3)
DATE EFFECTIVE: JAN 1, 2024 REVISED:
_____ DR. LISA ROY, EXECUTIVE DIRECTOR

Background/Purpose

An email retention policy is established to set the terms for the preservation and automated purging of electronic communications. This is to meet minimum compliance requirements regarding protected data and is based on business needs and processes. This policy additionally serves the purpose of being the Colorado Department of Early Childhood’s (CDEC) electronic mail policy in compliance with 24-72-204.5, C.R.S. of the “Colorado Open Records Act”.

Definitions

Email Retention - timeframe by which electronic communications will be retained and when they will be automatically deleted.

Scope

This policy is applicable to all Google Applications For Government licensed users in the CDEC domain, to include all Executive (SES) positions, FTE, and contractors/vendors, boards and commissions.

Policy

All electronic mail correspondence engaged in by the employees covered under this policy may be a public record under the public records law and may be subject to public inspection pursuant to 24-72-203, C.R.S. of the “Colorado Open Records Act”.

The email retention policy for CDEC is set to automatically purge any emails older than four (4) years or 1,460 days. For emails that are needed long term at the discretion of the custodian of the email, those can be preserved in one of two ways. First, the email communication may be converted to a PDF and uploaded into Google Drive. Second, the email communication may be nested under a DONOTDELETE label. This label is to be used for only those communications that must be preserved for business purposes and is not allowable for global use in email.

The policy of automatically purging emails older than four (4) years shall not apply to: (i) any item that is part of a Litigation Hold that the Department is engaged in; and (ii) any other item that must be preserved longer than four (4) years in compliance with any other applicable state or federal law or regulation.

Roles & Responsibilities

Each Google Applications for Government licensed individual should review emails for preservation requirements/purposes and either convert them to PDF and upload into Google Drive, or nest under a DONOTDELETE label in their email account.

All employees covered under this policy are under a proactive duty to report any loss or damage of email information, regardless of the causation, to the Director of Business Innovation and Technology Solutions, and the Department shall record the loss or damage and place a written record of that loss or damage on file for at least four (4) years in accordance with the retention schedule.

Resources

[DONOTDELETE Label](#)