



December 29, 2023

Natalie Castle
Director, Legislative Council Staff

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

Dear Staff of the Legislative Council:

In accordance with Section 24-72-204.5(3), C.R.S., I am pleased to present you with a report outlining the electronic mail (“email”) retention policy of the Department of Human Services.

Statute requires reporting to the Staff of the Legislative Council. Specifically:

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.

The Department of Human Services respectfully submits the following outline of CDHS’ Email Retention Policy.

If the email is considered a “record” per Department Record Retention Policy, email users must retain the record consistent with the applicable retention schedule. For example, some Department records have retention periods of 2 years, 7, years, 10 years or longer. For emails that are not considered a “record” per Department Record Retention Policy, email users should keep emails that relate to Department business for 90 days. Emails that are subject to a litigation hold must be retained until the hold is lifted.

Emails that are saved in the email user’s inbox or otherwise given a label will be automatically and permanently deleted after 4 years. It is the responsibility of the email user to take necessary actions to preserve email messages that must be kept longer than 4 years. Email users can use a “do not delete” label to keep emails longer than 4 years.

Deleted emails will be automatically and permanently deleted after 30 days. It is the responsibility of the email user to take necessary actions to preserve email messages that must be kept longer than 30 days.





Email users should periodically review their emails and remove labels and/or delete emails that no longer need to be retained.

If you have any questions, please contact Angelica Granados, CDHS' Legislative Analyst, at 303-877-0562.

Sincerely,

Clint Woodruff
Interim Co-Executive Director

