

December 13, 2023

Legislative Council Staff
Colorado General Assembly
200 E Colfax Avenue, Room 029
Denver, CO 80203-1716

Subject: CMU's Electronic Mail Retention Policy Report, Pursuant SB23-286

To whom it may concern,

Pursuant to SB23-286, Concerning Improving Access to Government Records, the following report outlines Colorado Mesa University's (CMU) electronic mail retention policy to be submitted to the Staff of the Legislative Council of the General Assembly on or before January 1, 2024.

Colorado Mesa's electronic mail retention policy is addressed under the University's Electronic Communications Policy, Section III, F. Storage, Retention and Archival of Electronic Communications.

"State laws and University record-keeping policies apply to records created or stored in digital format including electronic communications. The University does not maintain centralized archives of electronic communications sent or received over its electronic communication facilities. It is the employee's responsibility to archive electronic communications and files sent or received via the University's electronic communications facilities that are covered under State law and University policies. Individual employees are responsible for storing and archiving copies of electronic communications sent or received by them for at least 90 days unless so directed or if the communications appear to be:

- a. E-mail or other electronic documents ordered collected pursuant to a litigation hold; or
- b. Records required to be archived under State Archives and Public Records, 24-80-101 et seq., C.R.S., or University record-keeping policies.

Electronic Communications in email form shall be archived by assigning one of the following retention policy tags: 1 year delete, 3 year delete, 5 year delete, 7 year delete and Never delete. Email and any associated attachments not archived will be deleted and purged and will no longer be recoverable after the set retention period."

The University's Electronic Communications Policy is published online at:
<https://www.coloradomesa.edu/information-technology/policies.html>

Respectfully submitted,



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