

# Records Retention Policy

Office of State Representative Cathy Kipp  
Colorado House District 52

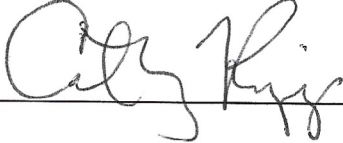
*Updated on 12/4/2023*

I, Colorado State Representative Cathy Kipp, 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 via email, text message, and direct message through social media platforms is read as soon as possible upon receipt to resolve ongoing legislative or constituent issues, and, once those issues are resolved, the correspondence is deleted.
  - Correspondence is deleted regularly and at least every 30 days.
  - Correspondence is retained after being read only when necessary to resolve ongoing legislative or constituent issues.
  - When possible, social media direct messages are shifted to email for ease of management and those emails are retained or deleted in the same manner as other emails under this policy.
- Email "trash" boxes are deleted regularly and at least every 30 days.
- Preliminary drafts of documents, which are frequently superseded in the normal course of the legislative process, and final documents that are no longer relevant due to the passage of time, change in law, change in the underlying factual bases or the conclusion of legislative processes, are deleted regularly and at least every 30 days.
- Calendar data on past events is deleted regularly and at least every 30 days.

The requirements for electronic messages or communications from the Amended Stipulated Judgment and Consent Decree from Epps, et al. v. Colo. House of Representatives, et al., (Consent Decree) are incorporated into this policy and override any other provision of this policy that is inconsistent, so long as the provisions of the Consent Decree apply.

Signed:  Date: 12/4/2023

State Representative Cathy Kipp