

State Representative  
DON WILSON  
Colorado State Capitol  
200 East Colfax Avenue, Room 307  
Denver, Colorado 80203  
Business: 720-849-8854  
Office: 303-866-2191  
Email: don.wilson.house@coleg.gov



Member:  
Education Committee  
Transportation, Housing, &  
Local Government Committee

## **Subject: Records Retention Policy**

**Effective: January 1, 2024**

The purpose of this policy is to outline document retention procedures for the office of State Representative Don Wilson, House District 20. This policy pertains to the representative, staff members of the representative, any interns, or others acting on behalf of the representative.

### **Purpose:**

In conjunction with the Colorado Open Records Act (CORA), this policy is in place to ensure documents and communications are retained for sufficient time periods and available for public inspection upon request. This policy defines length of retention, manner of retention and definitions of the types of documents and communications to be retained.

### **Scope:**

This policy shall apply to all official digital documents and communications regarding business conducted in the course of work by the Representative and the Colorado State Legislature pertaining to the work of the Representative. Individual unofficial “intellectual property” is not subject to this policy.

### **Policy**

**Physical Records:** All physical documents and communication of the Representative’s office shall be retained for one calendar year, and stored in the representative’s office, available for inspection by the public through an official CORA request. In-person public inspection is by appointment or during office hours, digital copies of physical documents can be made available, subject to timelines disclosed by CORA.

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**Digital Records:** All digital documents and email communications of the Representative shall be retained for 120 days and stored on digital devices consistent with the Representative's office.

These documents and communications are available by official CORA request, subject to timelines disclosed by CORA.

**Definitions:**

**Representative's Office:** Room 642, State Services Building, Denver, Colorado.

**Office hours:** the Representative's office hours vary based on the legislative session. Call 303-866-2191 for current office hours.

**Record:** document or communication produced in the course of official business.

**Physical Record:** any paper copy of document, communications, memos, or records.

**Digital Records:** documents or email communication existing within electronic devices or cloud locations used by the office.

**Intellectual Property:** any notes, research, or concepts not in official form.

Don Wilson  
State Representative  
House District 20