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Office Email Retention Policy

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Which emails

This policy is applicable to all email addresses used for state business (Rep, aide, and interns).

Categories

Our office categorizes emails into 3 groups as described by the Office of Legislative Legal Services; transient, administrative, and intermediate retention

Transient email. The Legislative Policies describe transient email as an email that is personal in nature, of fleeting or no value, or otherwise not created or received in the course of state business.

- Advertising
- Spam
- Personal emails about lunch plans, school pickup, etc.
- Irrelevant to State work publications/notices
- Bulk emails to elected officials irrelevant to State work

MAY BE DELETED IMMEDIATELY: is deleted regularly and at least every 30 days.

Administrative email. The Legislative Policies describe administrative email as an email that serves some state-related purpose but is also transitory or of time-limited value because it serves a time-defined administrative purpose.

- Newsletters from various organizations
- Vote __ on __ in committee on __
- Upcoming meeting/event reminders/invites

MAY BE DELETED IMMEDIATELY OR AFTER RELEVANT DATES HAVE PASSED: is deleted regularly and at least every 30 days.

Intermediate retention. The Legislative Policies describe email that requires intermediate retention as email that is neither transient nor permanent and has more significant administrative, legal, or fiscal

value than an administrative email.

- Communication between legislators*
- Information about legislation
- Discussion of specific bills, topics or subject areas
- Specific information about an aspect of the legislative process
- Relevant constituent emails
- Any information you may want to refer to in the future

SHOULD NOT BE DELETED UNTIL AFTER SESSION OR AFTER THE BILL IS PASSED OR DEFEATED

***DO NOT DELETE ANY COMMUNICATION BETWEEN LEGISLATORS**

Commitment

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.