

Subject: Email Retention Policy

Effective: January 1, 2024

The purpose of this policy is to outline document retention procedures for the House Minority Office. This policy pertains to the staff members of the office, any interns, or others acting on behalf of the Office.

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, manor of retention and definitions of the types of documents and communications to be retained.

Scope:

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

Policy

Digital Records: All digital documents and communications of the House Minority Office shall be retained for 30 days and stored on digital devices consistent with the House Minority Office. These documents and communications are available by official CORA request, subject to timelines disclosed by CORA.

Definitions:

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

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

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

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