

**Information for Submitting Record Retention Policy:**

Once you have developed an email retention policy or decided to maintain your current email retention policy, you must submit a report outlining your email retention policy to the Legislative Council Staff no later than January 1, 2024. Accordingly, please email your report to LCS.GA@coleg.gov. Legislative Council Staff will then add your report to its Required Reports Database, which is publicly available through its website.

Please note that section 24-72-204.5 (3), C.R.S., does not create an ongoing reporting requirement nor does it prohibit you from modifying your email retention policy after you submit it to Legislative Council Staff.

Do not hesitate to contact Nicole Myers or me if you have any questions about the requirements of section 24-72-104.5 (3), C.R.S., or the creation of an email retention Policy.

See template policy below

# Records Retention Policy

Office of Senator Janet Buckner

## Definitions:

*Transient email:* an email that is personal in nature, of fleeting or no value, or otherwise not created or received in the course of state business

*Administrative email:* 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.

*Intermediate retention:* retention for emails that are neither transient nor permanent and that have more significant administrative, legal, or fiscal value.

*Permanent email:* an email that is kept due to its significant administrative, legal, or fiscal value.

## Policy:

- Transient emails are deleted immediately after reading, or if not, within thirty days after receipt.
- Administrative emails are retained until they are no longer of administrative value and then the emails are deleted. Generally, it won't be necessary to retain administrative emails longer than thirty days.
- Emails in the category of intermediate retention may be retained longer than thirty days, and if so, shall be retained until they have been responded to or they no longer have significant administrative, legal, or fiscal value.
- Permanent emails are retained indefinitely or until such time that they are determined to be in a different category.
- The "sent mail" and "trash" folders are managed in the same manner as emails in the general inbox.
- Calendar entries that are more than thirty days old are discarded.
- Paper records should be discarded once they no longer have significant administrative, legal, or fiscal value.
- Direct text messages may be discarded once they no longer have significant administrative, legal, or fiscal value.

I, Senator Janet P Buckner, am the records custodian for the public records in my direct custody and control and I am the administrator of this record retention policy.