

TO: Legislative Council of the General Assembly

FROM: State Senator Janice Marchman

DATE: January 1<sup>st</sup>, 2024

SUBJECT: Electronic Mail Retention Policy

### **Electronic Mail Retention Policy**

In response to subsection (3) in section 24-72-204.5, C.R.S., please find this report to the Legislative Council of the General Assembly outlining my electronic mail retention policy.

**Section 1.** Transient e-mail, electronic mail that is personal in nature, of fleeting or no value, or otherwise not created or received in the course of state business may be deleted immediately after reading, but in no event more than thirty days after receipt.

**Section 2.** Administrative e-mail, electronic mail that serves some state-related purpose, but is also transitory or of time-limited value because it serves a time-defined administrative purpose, may be retained until it is no longer of administrative value.

**Section 3.** Electronic mail that is neither transient nor permanent and has more significant administrative, legal, or fiscal value than an administrative e-mail, as defined in Section 2, may be retained until responded to or until it is no longer useful.