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Joint Technology Committee

COLORADO
HOUSE OF REPRESENTATIVES
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RECORDS RETENTION POLICY FOR COLORADO HOUSE DISTRICT 19

Purpose

The purpose of this policy is to document expectations for which district records should be maintained and for how long. The intent of this office is to be as open and transparent to the public and maintain a robust record of the work we conduct on behalf of the residents of District 19, while acknowledging practical limitations driven by relevance and data storage capacity.

Applicability

This record-retention schedule and policy applies to all members of the House District 19 team to include, but not be limited to, the State Representative, aides, interns and other office workers regardless of paid status. This policy applies to all records, regardless of their physical form.

In addition to the schedule, any items subject to a litigation, constituent service request or internal or external investigation will be retained until the matter is resolved.

Electronic messages

Email, instant messaging, notes, tasks, and meeting invites are all forms of electronic messages. All email sent from the official accounts designated for the Representative, District Aides or District Interns may be considered “public record” under section 24-72-203, C.R.S., and subject to public disclosure and are subject to this policy. In addition, other messages sent from personal accounts or devices may be subject to this policy, depending on their content. For that reason, all office members are encouraged to only use their official accounts when conducting business on behalf of the district and transfer any communications from their personal accounts and devices to their official accounts at the earliest opportunity.

Each House District 19 team member is responsible for managing their records in accordance with this policy. Both the author and the recipient must use their best judgment in determining whether to archive or delete an electronic record and where and how it should be retained.

Email Retention

The following guidelines should be observed when classifying email for retention or deletion:

Transient email. Email 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.

Administrative email. Email that serves a state-related purpose, but also is transitory or of time-limited value because it serves a time-defined administrative purpose (e.g., scheduling meetings). These emails may be deleted within 30 days or sooner if they no longer have value.

Intermediate email. Email that requires ongoing retention, is neither transient nor permanent, and has more significant purpose than an administrative email (information about legislation, constituent support requests, etc.). These emails should be retained until the action they pertain to has been resolved, at which point they may be designated for long-term retention (for instance, if they contain information relevant to the future work of the office) or deleted, as appropriate.

Long-term retention email. Email that is required under state law for retention or has been identified as otherwise relevant to the future work of the office. If it is necessary to retain an email in this category for longer than 30 days, it should be moved to an appropriate folder within the office electronic archive. Archived folders should be reviewed quarterly to remove correspondence or documents that no longer comply with this purpose.

Any email that is the subject of a public records request must be preserved from the date of the request regardless of any maintenance, retention, or deletion policy.

Other Records

Due to limited storage space, retention of paper records is discouraged, except for those records of intermediate or transitory value while they are actively in use. Any physical records meeting the requirements for long-term retention as defined above should be scanned and stored in the office electronic archive.

This policy goes into effect on 1 January 2024 and is in effect until rescinded or replaced.



Jennifer Parenti
State Representative
House District 19