

Records Retention Policy

Office of State Representative Jennifer Bacon
Colorado House District 7

Updated on 1/1/2024

I, Colorado State Representative Jennifer Bacon, am the records custodian for the public records in my direct custody and control.

(Rep, aide, and interns)

Due to the high volume of written materials received during the usual course of business, I implement the following records retention policies on a regular basis:

- Correspondence via email, text message, and direct message through social media platforms is read as soon as possible upon receipt to resolve ongoing legislative or constituent issues, and, once those issues are resolved, the correspondence is deleted.
 - Correspondence is deleted regularly and at least every 30 days.
 - Correspondence is retained after being read only when necessary to resolve ongoing legislative or constituent issues.
 - When possible, social media direct messages are shifted to email for ease of management and those emails are retained or deleted in the same manner as other emails under this policy.
- Email “trash” boxes are deleted regularly and at least every 30 days.
- Preliminary drafts of documents, which are frequently superseded in the normal course of the legislative process, and final documents that are no longer relevant due to the passage of time, change in law, change in the underlying factual bases or the conclusion of legislative processes, are deleted regularly and at least every 30 days.
- Calendar data on past events is deleted regularly and at least every 30 days.
- Any communication between legislators, information about legislation, discussion of specific bills, topics, or subject areas, specific information about an aspect of legislative process, relevant constituent email, and any information you may refer to in the future **should not be deleted until after session or after the bill is passed or defeated.**

A handwritten signature in blue ink, appearing to be 'JB' with a large loop and a horizontal line extending to the right.

Signed:

Date: 1/1/2024

State Representative: Jennifer Bacon (Printed Name)