

Email Retention Policy

Office of State Representative Leslie Herod

This report is in response to the requirements specified in Senate Bill 23-286, and its respected subsection (3) 24-72-204.5, C.R.S.

The office of Representative Herod's emails are categorized within 4 categories and will be retained as follows:

1. **Transient Email:** defined as any electronic mail that is of personal nature, of no value, or otherwise not written or responding to state business may be deleted immediately after reading or within 30 days.
2. **Permanent Email:** defined as any electronic mail that is of state or administrative, legal or fiscal value. These emails will be retained permanently until they are no longer relevant or pertinent.
3. **Administrative Email:** defined as any electronic mail that serves a state related purpose, but may be deleted when they are no longer relevant or pertinent to administrative purposes, usually within 30 days.
4. **Intermediate Email:** defined as neither transient or permanent electronic mail that are retained due to their more significant administrative, legal, or fiscal value. These may be retained longer than 30 days, until they are responded to, or no longer relevant or pertinent.

I, Rep. Leslie Herod, am the records custodian for the public records in my direct custody and control and I am the administrator of this record retention policy. I retain the right to modify this email retention policy at a later date.