

# Email Retention Policy Report

The Office of Rep. Lindsey Daugherty

December 19, 2023

Per the passage of Senate Bill 23-286, please see below for my report outlining my office's email retention policy. This email retention policy shall only be applied to emailed correspondence that are sent to my email(s) that have been specified for legislative business and duties.

This retention policy will apply to the following emails, which are being used for the legislative business and duties that I shall conduct as a Colorado State House Representative:

- [RepLindsey29@gmail.com](mailto:RepLindsey29@gmail.com)
- [Lindsey.Daugherty.house@coleg.gov](mailto:Lindsey.Daugherty.house@coleg.gov)

These email addresses have been advertised publicly as the best means in which my constituents and others whom wish to conduct state business through my office can contact me.

It is my general policy that emails shall be deleted once they are no longer pertinent. Pertinence, for the purpose of email retention and deletion, is identified below:

1. **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 (and is encouraged to be) deleted immediately after reading. May include, but is not limited to: emails about lunch plans, spam, advertising, or other non-work-related publications or notices.
2. **Administrative Email:** This is email that serves some state-related purpose, but is also transitory or of time-limited value because it serves a time-defined administrative purpose. May include, but is not limited to: emails about upcoming meetings, reminders of approaching deadlines, constituency outreach, or constituent requests/inquiries. My office will retain this email until it is no longer of administrative value (for example: the meeting has occurred or casework for a constituent has been resolved) and delete it.
3. **Intermediate Retention:** This is email that is neither transient nor permanent and has more significant administrative, legal, or fiscal value than an administrative email as previously described. This email may include, but is not limited to: resource information for legislation, information pertaining to a specific

subject area or topic, information pertaining to a procedural aspect of the legislative process, or any other information to which I may want to refer in the future. Emails in this category may be retained for longer than thirty days, or to when their relevance is no longer useful for my office.

4. **Permanent Retention:** Emails in this category will be retained permanently until they fall into a different category where their permanency is no longer relevant or pertinent.

Pursuant to 24-72-204.5 (3), C.R.S., I retain the right to modify my email policy at a later date under my discretion.

I, Rep. Lindsey Daugherty, am the records custodian for the public records in my direct custody and control and I am the administrator of this record retention policy