

COLORADO STATE SENATOR MARK BAISLEY E-MAIL RETENTION POLICY

Purpose

This e-mail retention policy ensures that Colorado State Senator Mark Baisley is compliant with the rules established by C.R.S. 24-72-204.5.

Scope

This policy covers any e-mails received for the purpose of conducting Senate business. These can include, but are not limited to, e-mails from constituents, scheduling e-mails, publications, administrative e-mails, and e-mails related to legislation or other work product.

The policy does not include other forms of communication such as text messages, messages over social media, voicemails, letters, or other written notes. Furthermore, the policy is intended to grant freedom and not restrict the management of e-mails.

Description

Within legal requirements, any e-mail may be deleted at any time by Colorado State Senator Mark Baisley or by any individual to whom he has granted such authority.

Notwithstanding this policy, e-mail correspondences may be considered a public record and subject to public inspection under C.R.S. 24-72-303. Therefore, any retained e-mail that is the subject of a public records request under C.R.S. 24-72-201 to 206 will be preserved from the date of the request until such time as the records request is resolved.