

Records Retention Policy

Office of State Representative Mary Young
Colorado House District 50

Updated December 30, 2023

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

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. 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 or if it pertains to public business. When possible, social media direct messages are shifted to email for ease of management.
- Email “trash” boxes are deleted regularly and at least every 30 days.
- Draft materials received throughout the legislative process and any materials received after a bill becomes public business are retained.
- Calendar data on past events is deleted regularly and at least every 30 days. Calendar events and meeting minutes are retained only when necessary to resolve ongoing legislative issues or if the meeting included 2 or more Representatives, pertained to public business, and where public business was the central purpose.

Signed: _____ Date: _____

State Representative _____ (Printed Name)