

# Records Retention Policy

Office of House Majority Leader Monica Duran

Colorado House District 23.

*Updated on December 5th, 2023*

I, Colorado State Representative Monica Duran, 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.
  - 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.
- Because draft materials are frequently superseded in the regular course of the legislative process, preliminary, non-final drafts of documents, as well as documents that are no longer relevant due to passage of time, change in law, change in underlying factual bases or conclusion of legislative processes, are deleted regularly and at least every 30 days to facilitate retrieval of only the most current, relevant versions of documents.
- Calendar data on past events is deleted regularly and at least every 30 days.

I ensure my email retention policies are consistent with requirements of the Amended Stipulated Judgment and Consent Decree from Epps, et al. v. Colo. House of Representatives, et al., as the requirements of the Consent Decree override this policy when applicable.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

State Representative \_\_\_\_\_

(Printed Name)