

State Representative  
ROSE PUGLIESE  
Colorado State Capitol  
200 E Colfax Avenue, Room 307  
Denver, Colorado 80203  
Office: 303-866-2965  
Cell: 970-589-3755  
Email: rose.pugliese.house@coleg.gov



Member:  
Education Committee  
Statutory Review Committee

## **Subject: Records Retention Policy**

**Effective: January 1, 2024**

The purpose of this policy is to outline document retention procedures for the office of State Representative Rose Pugliese, House District 14. This policy pertains to the representative, staff members of the representative, any interns, or others acting on behalf of the representative.

### **Purpose:**

In conjunction with the Colorado Open Records Act (CORA), this policy is in place to ensure documents and communications are retained for sufficient time periods and available for public inspection upon request. This policy defines length of retention, manner of retention, and definitions of the types of documents and communications to be retained.

### **Scope:**

This policy shall apply to all official digital documents and communications regarding business conducted in the course of work by the Representative and the Colorado State Legislature pertaining to the work of the Representative. Individual unofficial “intellectual property” is not subject to this policy.

### **Policy**

**Physical Records:** All physical documents and communication of the Representative’s office shall be retained for one calendar year, and stored in the representative’s office, available for inspection by the public through an official CORA request. In-person public inspection is by appointment or during office hours, digital copies of physical documents can be made available, subject to timelines disclosed by CORA.

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**Digital Records:** All digital documents and email communications of the Representative shall be retained for 30 days and stored on digital devices consistent with the Representative's office.

These documents and communications are available by official CORA request, subject to timelines disclosed by CORA.

**Definitions:**

**Representative's Office:** Room 217, Capitol Building, Denver, Colorado.

**Office Hours:** the Representative's office hours vary based on the legislative session. Call 303-866-2965 for current office hours.

**Record:** document or communication produced in the course of official business.

**Digital Records:** documents or email communication existing within electronic devices or cloud locations used by the office.

**Intellectual Property:** any notes, research, or concepts not in official form.

Rose Pugliese  
State Representative  
House District 14