

**OURAY COUNTY POLICY FOR
RETENTION, MONITORING, AND PUBLIC INSPECTION
OF COUNTY EMAILS**

This policy is authorized by *Resolution 2022-038, adopting the Official County Policy for Public Records Requests*, which provides in part: "Authority is delegated to the County Administrator, IT Department Head, and County Attorney to maintain a written policy for e-mail retention, monitoring, and public inspection pursuant to C.R.S. §§ 24-72-203(1)(b)(I) and 24-72-204.5, which shall be posted on the Public Records page of the county website." This policy is intended to supplement, and not supersede, *Resolution 2022-038, Adopting an Official County Policy for Public Records Requests*, along with *Resolution 2006-007, adopting the Information Technology Policy*, as may be amended from time to time, available at <https://ouraycountycogov/DocumentCenter/Index/90> . The following protocols and policies apply for county email retention, monitoring, and public inspection:

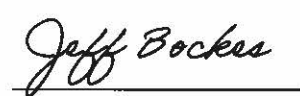
1. *Electronic mail (email)* is defined as any message that is transmitted electronically between two (2) or more computers or terminals, whether stored digitally or converted to hard (paper) copy.
2. Under Part 2, Article 72, Title 24, C.R.S., email messages may be considered public record and may be subject to public inspection. Users with legitimate business needs for a County email account may have the use of the County email system, but users must be aware of the potential public release of their emails. All computer-related information for county systems, including email messages and/or digitally stored documents, are the property of the County and are considered the County's records, even if the information resides on privately owned devices.
3. The County has the right to inspect, review, and disclose any email or other data. Further monitoring and usage requirements are set forth in *Resolution 2006-007, adopting the Information Technology Policy*, as may be amended from time to time.
4. Email messages will be automatically deleted by the email system on the 180th day following receipt, unless archived manually or otherwise. Email messages that concern policies, decision-making, specific case files, contracts, or other information that should be kept as part of the official records of County business, or that should be otherwise retained beyond the 180-day retention period, shall be archived by the recipients or senders of such email messages.
5. For purposes of open records requests, the head of the IT Department is the custodian of emails. The IT Department and County Attorney will assist in retrieving any data and information.
6. Users must also cooperate in the preservation and retention of any hardware, information, or documentation related to actual or reasonably foreseeable litigation, as directed by the IT Department and/or County Attorney. This includes maintaining any hardware, emails, electronic files, or other information.
7. This Policy shall be effective and publicly posted on the County website as of October 31, 2022, and may be further modified and re-posted at the discretion of the authorizing County officials.

AUTHORIZED BY:

Connie Hunt
County Administrator

Leo Caselli
County Attorney



Jeff Bockes
IT Department Head