



Records Retention

Colorado Early Colleges (CEC) shall reference the [Colorado School District Records Management Manual](#) (the Manual) developed by the Colorado State Archives department to assist in determining appropriate retention periods for various types of school records. CEC records regarding the school's organization, functions, policies, decisions, procedures, operations, or other activities may be considered public records subject to retention.

CEC will retain records for the time periods specified by the Manual, as may be amended from time to time, unless a longer retention period is required by state or federal law.

Board members, and/or employees will take action to preserve records, including emails and other electronically stored records that may be relevant to the expected litigation when directed to by CEC's Chief Legal Counsel, or designee.

Documents and other materials that are not "records" required to be retained by the Manual, or state or federal law, and are not necessary to the functioning of the school, may be destroyed when no longer needed.

Official/Work-Related Email Specific Retention Policy

Unless an official/work-related email is or contains a record that is subject to a longer period of retention under this policy, emails stored in digital form on CEC computers, servers, and systems shall be retained for a minimum of thirty (30) days. CEC employees may be subject to disciplinary action for a violation of this policy.

Legal References:

C.R.S. 24-72-113 (limit on retention of passive surveillance records)

C.R.S. 24-80-101 et seq. (State Archives and Public Records Act)