

## Public Electronic Mail Records

Electronic mail is an electronic message that is transmitted between two or more computers or electronic terminals, whether or not the message is converted to hard copy format after receipt and whether or not the message is viewed upon transmission or stored for later retrieval. Electronic mail includes all electronic messages that are transmitted through a local, regional, or global computer network.

All district electronic mail systems are owned by the district and are intended for the purpose of conducting official district business only. District and employees should have no expectation of privacy when using the electronic mail systems.

The district retains the right to view, store and disclose all information sent over the district electronic mail systems for any legally permissible reason, including but not limited to determining whether the information is a public record, whether it contains information discoverable in litigation and to access district information in the employee's absence.

Electronic mail sent or received by the Board, the district or the district's employees may be considered a public record subject to public disclosure or inspection under the Colorado Open Records Act. All Board and district electronic mail communications shall be monitored in accordance with attached regulation to ensure that all public electronic mail records are retained, archived and destroyed in compliance with state law.

The custodian of records for the district shall assist the public in locating any specific public electronic mail record requested and shall ensure public access to public electronic mail records without unreasonable delay or cost.

District employees shall be subject to disciplinary action for violation of this policy and regulation.

Adopted: 12-12-2002

LEGAL REFS.: CRS 24-6-401 et seq. (*Colorado Sunshine Act*)  
CRS 24-72-201 et seq. (*Colorado Open Records Act*)  
CRS 24-80-101 et seq. (*State Archives and Public Records*)

CROSS REFS.: **GBEE\***, **Staff use of Internet and electronic communications**  
**GBJ**, **Personnel Records/Files**  
**JRA/JRC**, **Student Records/Release of Information on Students**  
**JS\***, **Student use of Internet and electronic communications**