



## Email Policy

Electronic mail (“email”) is the exchange of computer-stored messages from one user to one or more recipients via the internet.

All Pikes Peak Library District (PPLD) email systems are owned by PPLD and are intended for the purpose of conducting official PPLD business only. PPLD email systems are not intended for personal use by PPLD employees. PPLD reserves the right to monitor, inspect, copy, review, store and disclose at any time and without prior notice, all email. Employees shall have no expectation of privacy when using PPLD email systems.

Emails sent or received by the Board of Trustees (the “Board”), PPLD or PPLD employees may be considered a public record subject to retention under state or federal law. Such emails may also be subject to public disclosure or inspection under the Colorado Open Records Act.

Whenever PPLD is a party in litigation or reasonably anticipates being a party in litigation, Board members and PPLD employees in possession of email, other electronic documents, and/or other evidence relevant to the litigation or reasonably anticipated litigation shall retain all such documents, emails and other evidence until otherwise directed by the Chief Executive Officer.

To ensure compliance with applicable law and PPLD policy, PPLD retains the right to review, store and disclose all information sent over PPLD email 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 PPLD information in the employee's absence.

Upon sending or receiving an email, all users shall segregate or store those emails that are public records. Public records are those that evidence PPLD's functions, policies, decisions, procedures, operations or other activities of PPLD or that contain valuable PPLD data.

Emails on PPLD computers or PPLD email systems shall be retained for a period of seven years. Such emails shall be deleted in seven years unless otherwise required to be retained by PPLD policy, or state or federal law.

The custodian of records for PPLD shall assist the public in locating any specific public emails requested and shall provide public access to public emails in accordance with state law. PPLD's records custodian shall also be responsible for assisting PPLD in complying with the email retention requirements in this policy.

PPLD employees may be subject to disciplinary action for violation of this policy.