

**COLORADO COMMUNITY COLLEGE SYSTEM**  
**SYSTEM PRESIDENT'S PROCEDURE**  
**ELECTRONIC COMMUNICATION PROCEDURE**

SP 3-125a

Reference:  
BP 3-125; C.R.S. 24-72-203 et seq.

Effective: July 1, 1997  
Revised: March 16, 2000  
Retitled: September 14, 2000  
Retitled: August 25, 2001

Approved:

S/ Dorothy A. Horrell, System President

Application:

This procedure applies to faculty, staff, students and other authorized persons with e-mail or other electronic access at the state system community colleges and at the System office.

Basis:

BP 3-125 authorizes the System President to adopt any needed procedures to implement the Electronic Communication Policy. It is necessary to define the procedure for responding to public requests for electronic records. In addition, the Public Records Act, C.R.S. 24-72-203(1)(b), requires a policy regarding the retention, archiving and destruction of public records kept only in digital form, such as e-mail messages.

Retention, Archiving and Destruction of E-mail:

CCCOES does not systematically retain or archive electronic communications. Individual users are free to retain or archive if they choose to do so.

Public Records Request of Document Kept in Electronic Form:

*Procedure:*

1. A person makes a request to review or retrieve a document that exists in electronic form, including but not limited to electronic mail, to the system or college president or his/her designee.
2. The computer system administrator is notified of the request. The computer system administrator shall take necessary measures to assist the person making the request to locate the public records sought.

3. The president's designee must respond to the Public Records request within three working days unless extenuating circumstances exist and are documented in writing, in which case the designee may use up to 7 additional days.
4. The computer system administrator will retrieve the materials and return them to the president's designee for release in accordance with the Public Records Act. The president's designee must take measures necessary to insure public access to the public records without unreasonable delay or cost (for example, direct electronic access or provision of a portable disk copy).
5. E-mail information will be released to the requester after he/she pays the charges for time and materials. The charge for copies shall not exceed \$1.25 per page, unless actual costs are higher.