

STATE OF COLORADO

DEPARTMENT OF MILITARY AND VETERANS AFFAIRS

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John W. Hickenlooper
Governor

Major General
H. Michael Edwards
The Adjutant General

Policy Title: DMVA Digital Data Retention

Effective Date: 01 December 2016

Summary: Provides guidance for digital data retention for State systems

Applicability: DMVA state information system users

Staff Proponent: Resource Director

Supersedes: N/A

A. Purpose: To provide Department digital data retention guidelines.

B. Background: Increased reliance on digital methods of conducting the day-to-day business operations of the Department of Military and Veterans Affairs necessitates a clear and broadly understood policy regarding the retention of this data.

C. Definitions:

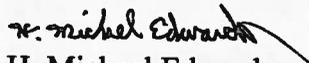
Email data – emails and their attachments

General data – saved documents stored on a digital information system

D. Policy:

1. Email data will be retained for 30 days.
2. General data will be retained for 365 days.
3. Individual users will maintain both email data and general data as needed beyond these retention standards for the performance of their individual duties.

Official:


H. Michael Edwards
Major General, COANG
The Adjutant General

Distribution:

DMVA Staff Proponents
DMVA Website