

## **ELECTRONIC MAIL AND MONITORING POLICY**

In compliance with Colorado law the Library adopts the following policy: Correspondence of Library employees and volunteers in the form of electronic mail (email) may be a public record under the public records law and may be subject to public inspection under Colorado Public Records Law, Section 24-72-200.1, et seq., C.R.S. Email services provided by the Library are deemed to be business operations. The Executive Library Director may authorize the inspection of email as necessary to ensure computer security, to maintain and test computer hardware and software, or for any other reason. The Library also makes regular backup copies of all files, including email, on its servers, and archives those records according to Section 24-80-101 et seq., C.R.S.