



COLORADO

Department of Health Care
Policy & Financing

303 E. 17th Avenue

January 1, 2023

Staff of the Legislative Council
State Capitol Building
200 East Colfax
Denver, Colorado 80203

Dear Staff of the Legislative Council:

In accordance with Section 24-72-204.5(3), C.R.S., I am pleased to present you with a report outlining the electronic mail (“email”) retention policy of the Department of Health Care Policy and Financing (HCPF).

Statute requires reporting to the Staff of the Legislative Council. Specifically:

On or before January 1, 2024, each member of the general assembly, the governor's office and each office of the governor, and each state agency and institution shall submit a report to the staff of the legislative council of the general assembly outlining its respective electronic mail retention policy. The members of the general assembly may submit individual reports or may submit a report that specifies the electronic mail retention policies of multiple members of the general assembly.

HCPF's email retention policy is attached.

Sincerely,

A handwritten signature in black ink, appearing to read 'KB', with a stylized flourish at the end.

Kim Bimestefer
Executive Director

Attachment: Colorado Department of Health Care Policy & Financing Standard
Operating Procedure Number: ADM-013

