



Gilpin County E-Mail Retention Policy

Gilpin County recognizes that emails are an important part of written governmental communication, whether it's between elected officials, department heads, or employees.

Pursuant to requirements of the Colorado Open Records Act (CORA), emails sent or received on the County email system whether personal or for County business will be considered public records as defined in CORA and may be subject to public inspection. Emails will be treated the same as paper records. Gilpin County follows retention guidelines set by State Statute. These guidelines differ according to the type of document and the county department that is responsible for retaining its own records. Please contact the department head or elected official for specific records and their retention policy for them.

Please [email the Gilpin County Clerk and Recorder](#) or call 303-582-5321.