



Board of Trustees

Policy Statement
University Policy Library

Operational Area:	Business and Finance
Responsible Executive:	Chief Operations Officer
Responsible Office:	Office of the Chief Operations Officer
Effective:	April 1, 2019

Email, Computing and Records Management

Business and Finance

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I. Introduction

- A. **Authority:** C.R.S. § 23-54-102, *et seq.* (2019) authorizes the Trustees of Metropolitan State University of Denver (MSU Denver) to establish rules and regulations to govern and operate the University and its programs. The Trustees retain authority to approve, interpret, and administer policies pertaining to University governance. The Trustees authorize the President of MSU Denver to approve, administer, and interpret policies pertaining to University operations.
- B. **Purpose:** This policy requires the President to establish policies on computing, data, and records management in accordance with the Colorado Open Records Act, C.R.S. §§ 24-72-201, *et seq.*
- C. **Scope:** This policy applies to the University President and employees.

II. Roles and Responsibilities

- A. **Responsible Executive:** Chief Operations Officer
- B. **Responsible Administrator:** Chief Operations Officer
- C. **Responsible Office:** Office of the Chief Operations Officer
- D. **Policy Contact:** Chief Operations Officer, 303-605-5306



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III. Policy Statement

The President shall develop policies pertaining to electronic mail and other electronic communications; use of University computers, including internet and intranet use; and the retention, archiving, and destruction of records kept only in digital or miniaturized form. Such policies shall comply with the Colorado Public Records Act, C.R.S. §§ 24-72-201 *et seq.*

IV. Related Information

- A. Colorado Open Records Act (CORA)
- B. Colorado Protections for Consumer Data Privacy Act
- C. MSU Denver Acceptable Use of Computing Resources Policy
- D. MSU Denver Email and Electronic Communications Security Policy
- E. MSU Denver Privacy of Student Records Policy
- F. MSU Denver Records Management Policy
- G. MSU Denver Social Media Use Policy
- H. U.S. Family Education and Privacy Act
- I. U.S. Health Insurance Portability and Accountability Act of 1996 (HIPAA)

V. Policy History

- A. **Effective:** April 1, 2019
- B. **Revised:** This policy supersedes section 3.9 of the *MSCD Trustees Manual*, 2007.
- C. **Review:** This policy will be reviewed every five years or as deemed necessary by University leadership.



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VI. Policy Approval

A handwritten signature in black ink, appearing to read "Janine Davidson".

Janine Davidson, Ph.D.
President, Metropolitan State University of Denver

A handwritten signature in black ink, appearing to read "John Paul Pogge".

John Paul Pogge, Esq.
Chair, Board of Trustees, Metropolitan State University of Denver