



**Board of Trustees**  
Policy Statement  
University Policy  
Library

Operational Area	Information and Technology
Responsible Executive	Chief Information Officer
Responsible Office	President's Office
Effective	October 1, 2025

# Email, Computing, and Records Management Policy

## Information and Technology

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## I. INTRODUCTION

- A. **Authority:** C.R.S. § 23-54-102, et seq. (2025) authorizes the Trustees of Metropolitan State University of Denver ("MSU Denver" or "University") 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 MSU Denver 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 MSU Denver employees.

## II. ROLES AND RESPONSIBILITIES

- A. **Responsible Executive:** Chief Information Officer
- B. **Responsible Administrator:** Chief Information and Security Officer
- C. **Responsible Office:** President's Office
- D. **Policy Contact:** Chief Information and Security Officer, 303-615-0541



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### III. POLICY STATEMENT

- A. The MSU Denver President is responsible for developing policies related to electronic communications, including email and other digital platforms; the use of University computers, internet, and intranet; and the retention, archiving, and destruction of records maintained solely in digital or miniaturized formats. 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 \(CORA\) Policies and Procedures](#)
- B. [Colorado Protections for Consumer Data Privacy Act](#)
- C. [Family Educational Rights Privacy Act \(FERPA\)](#)
- D. [Health Insurance Portability and Accountability Act \(HIPAA\)](#)
- E. [MSU Denver Public Records Access \(CORA\) Policy](#)
- F. [MSU Denver Acceptable Use of Computing Systems Policy](#)
- G. [MSU Denver Email and Electronic Communications Security Policy](#)
- H. [MSU Denver Social Media Policy](#)
- I. MSU Denver Records Management Policy

### V. POLICY HISTORY

- A. **Effective:** October 1, 2025
- B. **Revised:** 2025 reviewed with no substantive changes. April 1, 2019, revision supersedes section 3.9 of the MSCD Trustees Manual, 2007.
- C. **Original Enactment Date:** 2007
- D. **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 blue ink, appearing to read "Janine Davidson".

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

A handwritten signature in black ink, appearing to read "Kristin D. Hultquist".

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Kristin Hultquist  
Chair, Board of Trustees, Metropolitan State University of Denver