MEMORANDUM

TO: All House Members
Seventy-fourth General Assembly

Office of the Majority Leader of the House of Representatives, Rep. Monica Duran
Office of the Minority Leader of the House of Representatives, Rep. Mike Lynch

DATE: [TBD]


To All Members:

It is hereby declared to be the official policy of the House of Representatives that:

1. As required by §§ 24-6-402(2)(a), (2)(d)(I), and (2)(d)(III), C.R.S., whenever two or more House Members discuss public business through any electronic means of communication (including any instant messaging platform or application), written minutes of such meetings will be made publicly available upon request. The electronic messages or communications exchanged may constitute the written minutes for purposes of this policy. Members shall retain such messages or communications and produce them in response to any request under the Colorado Open Records Act.

2. Members shall not set an automatic delete function on any electronic communications platform or application used to transmit electronic messages between the Members that discuss public business.

This policy is effective until the effective date of the legislation enacted by the General Assembly that materially alters §§ 24-6-402(2)(a), 24-6-402(2)(c), 24-6-402(2)(d)(I), 24-6-402(2)(d)(III), C.R.S. of the Colorado Open Meetings Law or any other provision of law that governs the acts of Defendants as they relate to the claims in this action.