

Email Retention Policy for the office of Representative Alex Valdez, this policy applies to all email addresses used for state business (Rep, Aide, Intern)

1. Transient Emails, May Be Deleted Immediately: These emails are described by the Legislative Policy as personal in nature, fleeting of no value otherwise received during state business.
 - Advertising
 - Spam
 - Personal emails
 - Irrelevant state work publications/notices
 - Bulk emails to elected officials irrelevant to state work.

2. Administrative Emails, May be Deleted after Relevant Dates have Passed: The Legislative Policies describe administrative email as email that serves some state-related purpose, but is also transitory or of time-limited value because it serves a time-defined administrative purpose.
 - Newsletters from various organizations
 - Vote ___ on ___ in committee on ___
 - Upcoming meeting/event reminders/invites

3. Intermediate retention, may be deleted after session or after the bill has been passed or defeated, all legislator communication must be retained: The Legislative Policies describe email that requires intermediate retention as email that is neither transient nor permanent and has more significant administrative, legal, or fiscal value than an administrative email.
 - Communication between legislators
 - Information about legislation
 - Discussion of specific bills, topics or subject areas
 - Specific information about an aspect of legislative process
 - Relevant constituent emails