

For the office of Barbara McLachlan, emails generally fall under three categories and will be retained according to the following guidelines. This policy applies to all email addresses for state business (Rep, Aide, Intern)

1. Transient email. These emails are described by the Legislative Policies as personal in nature, fleeting of no value otherwise received during state business. Transient emails may be deleted immediately.
 - Personal emails
 - Advertising
 - Spam
 - Irrelevant state work publications/notices

2. Administrative Emails. The Legislative Policies describes administrative email as email that serves some state-related purpose, but is also impermanent or of time-limited value because it serves a time-defined administrative purpose. Administrative emails may be deleted after relevant dates have passed.
 - Newsletters from various organizations
 - Vote ___ on ___ in committee on ___
 - Upcoming meeting/event reminder/invites

3. Intermediate Retention. The Legislative Policies describes intermediate retention email as email that is neither transient nor administrative and have more significant administrative, legal, or fiscal value than an administrative email. Intermediate retention emails will be retained until after session concludes.
 - 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