

Email retention policy for the office of Representative Emily Sirota, applicable to all email addresses used for state business (Representative, aide, and interns)

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*We categorize emails into 3 groups as described by the Office of Legislative Legal Services:*

a. Transient email. The Legislative Policies describe transient email as an email that is personal in nature, of fleeting or no value, or otherwise not created or received in the course of state business.

- Advertising
- Spam
- Personal emails about lunch plans, school pickup, etc.
- Irrelevant to State work publications/notices
- Bulk emails to elected officials irrelevant to State work

**MAY BE DELETED IMMEDIATELY**

b. Administrative email. The Legislative Policies describe administrative email as an 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
- Emails from constituents outside of HD 9 once they have been sent to the appropriate office
- Daily JBC calendar emails from JBC staff

**MAY BE DELETED AFTER RELEVANT DATES HAVE PASSED**

c. Intermediate retention. 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 the legislative process
- Relevant constituent emails
- Calendar meetings after 30 days
- Any information you may want to refer to in the future
- Bill ideas from constituents or organizations

**SHOULD NOT BE DELETED UNTIL AFTER SESSION OR AFTER THE BILL IS PASSED OR DEFEATED**

- **Fact sheets about a bill created outside of the office**
- **Any emails between two or more bill sponsors**
  - **Until 30 days upon Adjourn Sine Die**
- **Emails between two or more bill sponsors and advocacy groups, lobbyists, etc**
  - **Until 30 days upon Adjourn Sine Die**

**\*DO NOT DELETE ANY COMMUNICATION BETWEEN LEGISLATORS**

- **Until 30 days upon Adjourn Sine Die**
- **Exceptions include invitations to events, emails related to State work, newsletters sent in bulk, administrative emails from leadership**