

Email Retention Policy for the Office of Representative Javier Mabrey: Applicable to All State Business Email Addresses (Representative, Aides, and Interns)

We categorize emails into three groups, as defined by the Office of Legislative Legal Services:

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

- Advertising
- Spam
- Personal emails discussing coffee plans, lunch plans, etc.
- Publications or notices irrelevant to state work
- Bulk emails sent to elected officials that are irrelevant to state work

MAY BE DELETED IMMEDIATELY

b. Administrative Email: The Legislative Policies describe administrative email as email that serves a state-related purpose but is also transitory or of time-limited value due to its time-defined administrative purpose.

- Newsletters from various organizations
- Vote __ on __ in committee on __
- Upcoming meeting/event reminders/invites

MAY BE DELETED AFTER RELEVANT DATES HAVE PASSED

c. Intermediate Retention: The Legislative Policies describe email requiring intermediate retention as neither transient nor permanent and possessing more significant administrative, legal, or fiscal value than 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
- Any information you may want to refer to in the future

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

***DO NOT DELETE ANY CORRESPONDENCE BETWEEN LEGISLATORS**