

December 29, 2023

For the office of Representative Scott Bottoms, emails generally fall under three categories and will be retained according to the following guidelines.

1. **Transient email.** Transient email is email that is personal in nature, of fleeting or no value, or otherwise not created or received in the course of state business. These emails are encouraged to be deleted immediately after reading, and should not be retained longer than thirty days after receipt. Examples of transient email include emails about lunch plans, arranging a ride home, spam, advertising, or other non-work-related publications or notices.

2. **Administrative email.** Administrative email is email that serves some state-related purpose, but is also transitory or of time-limited value because it serves a time-defined administrative purpose. Examples include email about an upcoming meeting, a reminder of an approaching deadline, or newsletters from various organizations. These emails will be retained until no longer of administrative value and then deleted. Generally, these emails will be retained up to a maximum of thirty days.

3. **Intermediate email.** Email requiring intermediate retention is email that is neither transient nor administrative and has more significant administrative, legal, or fiscal value than an administrative email. Examples of this type of email include information for legislation; information pertaining to a specific subject area, topic, or bill; information pertaining to a procedural aspect of the legislative process; or any other information to which future reference may be needed. These emails will typically be retained for a minimum of thirty days. For emails in this category that will be retained for longer than thirty days, best practice is the creation of folders to help categorize this email. Emails in this category can be retained until of no additional value to the legislative office.

Rep. Scott Bottoms HD15