

Email retention policy for the office of Representative Shannon Bird, HD-29, applicable to all email addresses used for state business: repbird29@gmail.com and shannon.bird.house@coleg.gov

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 from family or friends
- Irrelevant to state work
- Bulk emails or newsletters to elected officials irrelevant to State Work
- Emails from constituents not in HD-29 that are unrelated to Rep Bird's bills, work on the JBC, or other state work
- Press releases

All of the above items 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.

- Requests to vote yes/no in committee/on House floor
 - May be deleted after the request is logged for Rep Bird's review or when the vote has passed
- Upcoming meeting/event reminders/invitations
 - May be deleted once the event date has passed, Rep Bird is not able to attend or after Rep Bird has RSVP'd yes and added the event to her calendar
- JBC schedules or other General Assembly administrative matters (scheduling, parking, reimbursement, security issues, bill sponsor updates or filing deadlines, and other similar matters)
 - May be deleted once the details have been learned or may be saved to review at a later date
- Emails from constituents in HD-29 requesting assistance or asking for Rep Bird's stance on a bill/issue
 - May be deleted after a reply has been sent
- Newsletters from other legislators or from an advocacy group that may be discussing specific legislation and urging constituents to contact their member

- May be deleted once the material is reviewed and is determined to not impact Rep Bird's State work
- Information or requests from non-members regarding specific JBC hearings
 - May be deleted once the hearing has finished, unless Rep Bird decides to retain the messages for future reference
- Thank you notes that do not include any follow-up information
 - May be deleted once read
- Requests from community members (letters of recommendation, endorsements, etc)
 - May be deleted once the action has been taken
- Notifications of published reports
 - Since these reports are public, these emails may be deleted

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 such as fact sheets or materials provided in a stakeholder meeting, also includes follow-up materials sent after a meeting
- Information from non-partisan staff about State work
- Discussion of specific bills, topics or subject areas, including all JBC materials provided for the hearings and follow-up questions asked to the JBC staff
- Specific information about an aspect of the legislative process
- Any information Rep Bird would like to save

These items will not be deleted until either the bill has passed in both chambers/been defeated or 4 weeks after sine die 2024.

***Communication between legislators will not be deleted until 4 weeks after sine die 2024 (exceptions include invitations to events, emails not related to State work, newsletters sent in bulk, administrative emails from leadership).**

Nothing will be automatically deleted. Anything manually put in the trash of Rep Bird's email will be deleted after 30 days.