

## **Email retention policy for the office of Representative Sheila Lieder applicable to all state business emails (Representative, Aide, and Interns)**

Rep.Lieder's office has broken down the retention policy into three categories based off of the Office of Legislative Legal Services guidance

### **DELETE IMMEDIATELY**

**Transient Email:** is personal in nature, of fleeting or no value, or otherwise not created or received in the course of state business. The Legislative Policies specify that transient email may be (and is encouraged to be) deleted immediately after reading, but in no event more than thirty days after receipt.

- Personal emails such as lunch orders/plans
- Advertising
- Spam
- Non state-work-related publications/notices
- Bulk/form emails unrelated to **state work**

### **DELETE AFTER RELEVANT DATES HAVE PASSED**

**Administrative Email:** email that serves some state-related purpose, but is also transitory or of time-limited value because it serves a time-defined administrative purpose. Emails in this category will not be retained longer than 30 days.

- Emails reminders about an upcoming meetings/events/invites
- Reminders about deadlines
- Newsletters from various organizations
- Emails regarding bill positions in committees
  - Example: Vote (yes/no) on (bill #) in \_\_\_\_ committee on (date)
  - Example: Vote (yes/no) on (bill #) on 3rd readings on (date)

### **DO NOT DELETE UNTIL AFTER SESSION, AFTER A BILL MEASURE PASSES?FAILS AND NEVER DELETE CORRESPONDENCE BETWEEN LEGISLATORS**

**Intermediate Retention:** 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 (\*DO NOT DELETE\*)
- Information about legislation
- Any discussions about policy or specific bills
- Communications about a procedural aspect of the legislative process
- Information needed for future reference