

Records Retention Policy

Office of Senator Sonya Jaquez Lewis

Definitions:

Transient email: an email that is personal in nature, of fleeting or no value, or otherwise not created or received in the course of state business

Administrative email: 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.

Intermediate retention: retention for emails that are neither transient nor permanent and that have more significant administrative, legal, or fiscal value.

Permanent email: an email that is kept due to its significant administrative, legal, or fiscal value.

Policy:

- Transient emails are deleted immediately after reading, or if not, within thirty days after receipt.
- Administrative emails are retained until they are no longer of administrative value and then the emails are deleted. Generally, it won't be necessary to retain administrative emails longer than thirty days.
- Emails in the category of intermediate retention may be retained longer than thirty days, and if so, shall be retained until they have been responded to or they no longer have significant administrative, legal, or fiscal value.
- Permanent emails are retained indefinitely or until such time that they are determined to be in a different category.
- The "sent mail" and "trash" folders are managed in the same manner as emails in the general inbox.
- Calendar entries that are more than thirty days old are discarded.
- Paper records should be discarded once they no longer have significant administrative, legal, or fiscal value.
- Direct text messages may be discarded once they no longer have significant administrative, legal, or fiscal value.

I, Senator Sonya Jaquez Lewis, am the records custodian for the public records in my direct custody and control and I am the administrator of this record retention policy.

