

Email retention policy for the office of Representative Steven Woodrow applicable to all email addresses used for state business
(Rep, Aide, and interns)

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 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
- Promotions or solicitation
- Personal emails about lunch plans, school pickup, etc.
- Irrelevant to State work publications/notices
- Bulk emails to elected officials irrelevant to State work

MAY BE DELETED IMMEDIATELY

b. Administrative email. The Legislative Policies describe administrative email as email that serves some state-related purpose, but is also transitory or of time-limited value because it serves a 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 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
- Discussion of specific bills, topics or subject areas
- Specific information about an aspect of 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 COMMUNICATION BETWEEN LEGISLATORS**