

**From:** Catherine McNicoll <[catherinemcnicoll@scstatehouse.gov](mailto:catherinemcnicoll@scstatehouse.gov)>  
**To:** Danny Varat [DannyVarat@scstatehouse.gov](mailto:DannyVarat@scstatehouse.gov)  
**Date:** 2/3/2017 9:54:29 AM  
**Subject:** Re: Personal Mobile Device and Retention Policies.

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Yes, since I can I just want to review them again today and consult with state archives.

Catherine McNicoll  
Sent from iPhone

On Fri, Feb 3, 2017 at 9:35 AM -0500, "Danny Varat" <[DannyVarat@scstatehouse.gov](mailto:DannyVarat@scstatehouse.gov)> wrote:

Did you tell me yesterday that these still are in progress?

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**From:** Catherine McNicoll  
**Sent:** Friday, January 27, 2017 2:13 PM  
**To:** Danny Varat  
**Subject:** Personal Mobile Device and Retention Policies.

Danny, Please find attached the two policies that I have drafted. The Mobile Device policy dictates use of email and calendar on a personal mobile device. The Retention Policy, as you can see is a bit of a placeholder because I have just straight referenced the regulations, but I want to at least get everyone in the right mindset for what we will need to do going forward. I will need to work with Lee Ann to develop the practical side of the retention policy.

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