

From: Catherine McNicoll <CatherineMcNicoll@scstatehouse.gov>  
To: Danny Varat <DannyVarat@scstatehouse.gov>  
CC: Lily Cogdill <LilyCogdill@scstatehouse.gov>  
Date: 3/3/2017 11:35:29 AM  
Subject: Email Retention

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Good Morning,

I just need to know whether they are going to copy her emails and take them over to their email server and be responsible for retaining them, or if we need to retain her emails that are here. If they are taking a copy of the emails over there and they are going to be responsible for retaining them, then that is fine. Since her role has been sort of dual office from the start I think it is equally fine for either office to maintain her emails from

[Debbieparker@scstatehouse.gov](mailto:Debbieparker@scstatehouse.gov), but if they aren't taking a copy of those emails, then we need to archive them for retention purposes.

Please let me know if this needs more clarification.

*Best Regards,*  
*Catherine McNicoll*  
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