

From: Danny Varat <DannyVarat@scstatehouse.gov>
To: Catherine McNicollCatherineMcNicoll@scstatehouse.gov
Lily CogdillLilyCogdill@scstatehouse.gov
Date: 2/27/2017 3:02:09 PM
Subject: Re: Retention of Emails

Proceed

From: Catherine McNicoll
Sent: Monday, February 27, 2017 2:29 PM
To: Lily Cogdill; Danny Varat
Subject: Retention of Emails

Good Afternoon,

I just met with Lee Ann and our long term email retention will be on two flash drives, one main and a back-up. We will need to purchase two flash drives with Danny's permission. Lee Ann and I pulled the link to a flash drive that will work well for this: the 64GB drive at this link - <http://www.bestbuy.com/site/pny-turbo-plus-64gb-usb-3-0-flash-drive-silver-black/1876003.p?skuld=1876003>.

Once a month, the first month with Lee Ann's help, I will need to schedule a few minutes with each person to save their emails from the prior month onto the flash drive. After I have saved them, I will give you a date that anything before the date you can delete at will. Please let me know if this works for you all.

Best Regards,
Catherine McNicoll
Director of Legal & Legislative Affairs
Lieutenant Governor's Office
CatherineMcNicoll@SCStatehouse.gov
803-734-5292 (phone)