

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

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Proceed

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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](mailto:CatherineMcNicoll@SCStatehouse.gov)  
*803-734-5292 (phone)*