

From: Schimsa, Rebecca <RebeccaSchimsa@gov.sc.gov>
To: Pisarik, Holly <HollyPisarik@gov.sc.gov>
Date: 12/3/2015 12:48:37 PM
Subject: FW: email retention policy
Attachments: [Archives Retention Schedule 2012.pdf](#)

See request below from the AG's Office.

Attached is our current Records and Retention Policy. Note that the policy (most likely) needs to be updated to reflect staff changes.

Should we work on updating our policy by January 1? Let me know if you would like me to do a first draft.

From: Jennifer Roberts [mailto:jroberts@scag.gov]
Sent: Wednesday, December 02, 2015 2:45 PM
To: Schimsa, Rebecca
Subject: email retention policy

Good afternoon. I work at the S.C. Office of the Attorney General, and our office is working on updating our email retention policy. In doing so, we are reaching out to other state agencies to see what procedures they use. If you have a written email retention policy, would you please send me a copy of it so that I can share it with our office? Thank you so much for any help you can provide. If there is someone else I need to get in touch with instead, please let me know.

Sincerely,

Jennifer Ellis Roberts
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