

STATE	STATE RETENTION SCHEDULE	
Arizona	The actual retention period for an electronic communications record depends upon the content and intent of that communication	
North Carolina	If public record - subject to same retention and disposition requirements as records in another format for medium, such as paper or microfilm; Employee is responsible for determining appropriate length of retention; Personal messages, spam and unsolicited emails are considered non-records	
Indiana	Emails are not treated differently than other records - it is the content of the email that is the determining factor establishing the document's retention or destruction	
Maryland	The criteria for determining the retention and disposition of email is the content of the email - does it contain documentation of City policy, policy process or protection of vital public information	
Michigan	Email messages must be evaluated for their content and purpose to determine the length of time the message must be retained in accordance with the appropriate Retention and Disposition Schedule	
Oregon	As with other records, retention periods for email records are based on their administrative, legal, fiscal and historical value; email itself is not considered a record series	
Colorado	Emails are not treated differently than other records - it is the content of the email that is the determining factor establishing the length of retention which ranges from 0-2 years or permanent if it has enduring long-term value	
Washington	Emails to or from governing bodies, elected official(s)/executive management, advisory bodies and employees (includes contractors and volunteers), that are made or received in connection with the transaction of public business, and that are not covered by a more specific records series have a 2-year retention	

Connecticut	Electronic messages do not comprise a unique records series. Retention is based on the content of the message, not the media type. Most electronic messages have limited value and can be deleted immediately upon receipt. However, electronic messages that document agency functions and provide evidence of agency business must be retained according to the equivalent records series. The message must be evaluated for action and subsequent retention.	
Arkansas	Retention of E-mail correspondence is decided by the content not the medium of the record.	
Texas	Classify email as transitory information with no set retention period other than as long as administratively valuable	
Iowa	Electronic records, such as email, are deleted in accordance with the appropriate record series retention and disposition schedule	
Minnesota	Transitory messages, such as e-mail, are considered incidental and non-vital correspondence; Note: Messages which relate to transactions of city business should be retained in accordance with applicable retention schedule	
Georgia	No separate email policy	
Maine	No separate email policy, classified as general correspondence, which is retained for 1 year	

<u>CITY/TOWN</u>	<u>EMAIL RETENTION POLICY</u>	<u>RETAINED ON EMAIL SERVER</u>
Encinitas, CA	Retention based on record content	30 days
Lakewood, CO	Retention based on record content	2 years
Des Moines, IA	Retention based on record content	90 days on server; Archived to cloud for 10 years - emails not accessible by users
Iowa City, IA	Retention based on record content	Archived with a separate product for 3 years - emails not accessible by users
Southfield, MI	Retention based on record content	3 years
Littleton, CO	Retention based on record content	90 days
St. Paul, MN	Retention period for an email message is based upon its content and purpose and it must be retained in accordance with the approved retention schedule	180 days
Charlotte, NC	Retention based on record content	Retained on the server based on the content and the amount of time specified in the State's retention schedule
Hillsboro, OR	Retention based on record content	5 years on server but inbox space is limited so each user is required to routinely delete items from inbox or inbox will become full and no new email will be received; Archived on tape for 5 years - emails not accessible by users
Bellevue, WA	Retention period for an email message is based upon its content and purpose and it must be retained in accordance with the approved retention schedule; any email that is considered transitory is deleted after 90 days	90 days
Peoria, AZ	Retention based on record content	30 days + 2 weeks
Mesa, AZ	Retention based on record content	3 years
Buckeye, AZ	Retention based on record content	90 days
Fountain Hills, AZ	Retention based on record content	2 years

Apache Junction, AZ	Considered general correspondence and kept for 3 years	30 days on server and then moved to cloud for remainder of 3 year retention
Oro Valley, AZ	Retention based on record content	180 days
Tolleson, AZ	Retention based on record content	90 days and kept in archive folder for 1 year