

**WAC 434-662-150 Email management.** Emails created and received by any agency of the state of Washington in the transaction of public business are public records for the purposes of chapter 40.14 RCW and are subject to all of the laws and regulations governing the retention, disclosure, destruction and archiving of public records. The emails of all elected government officials and public employees are subject to the records retention periods and disposition promulgated by the records committees, and any and all emails with archival value must be retained. Agencies may be relieved of the obligation to permanently retain archival email by transmitting email and all associated metadata to the digital archives pursuant to a transmittal agreement as provided for in WAC 434-662-090. This section does not apply to state legislators or members of the state judiciary.

[Statutory Authority: RCW 40.14.020(6), chapters 40.14, 42.56, and 43.105 RCW. WSR 08-21-073, § 434-662-150, filed 10/13/08, effective 1/1/10.]