

INFORMATION & OVERVIEW

EMAIL GUIDELINES FOR LEGISLATORS

LEGISLATIVE SERVICES DIVISION EMAIL SERVICES

The Legislative Branch provides legislators the ability to conduct legislative business with the use of an email account administered by the Office of Legislative Information Systems (OLIS).

As a citizen legislator, there is no prohibition on use of public facilities for private business purposes as there are for other public officers and state employees. However, state guidelines provide that state-provided email services are not to be used for “for-profit” or “non-profit” activities; as a legislator, a branch-provided email account should be used primarily for legislative business.

An
OLIS-
administered
email account
should be used
primarily for
legislative
business.

USING AN OLIS-ADMINISTERED EMAIL ACCOUNT

Access to email can be done from **any device** (laptop, tablet, smartphone, or web-based browser).

Email accounts come with **plenty of storage** (100 GB) to allow legislators to send and receive emails without worrying about managing mailbox capacity.

Each mailbox will be set up with an **archive** to aid in “right to know” requests for public information. This archive will retain emails for five years after the end of a legislator’s term per branch retention guidelines.

Legislator
email
address
format:
**Firstname.
Lastname@
legmt.gov**

For security reasons, Legislators will be required to change their password every 180 days to create a **strong password** that:

- Is 12 characters or longer
- Includes upper and lowercase letters
- Includes numbers (0 – 9) and/or special characters
(~!@#\$%^&* _+=` | \(){}[]:;'"<>.,?/)

The password may not contain a Legislator's name or username and must not have been used before up to six times previous.

MANAGING LEGISLATIVE EMAILS

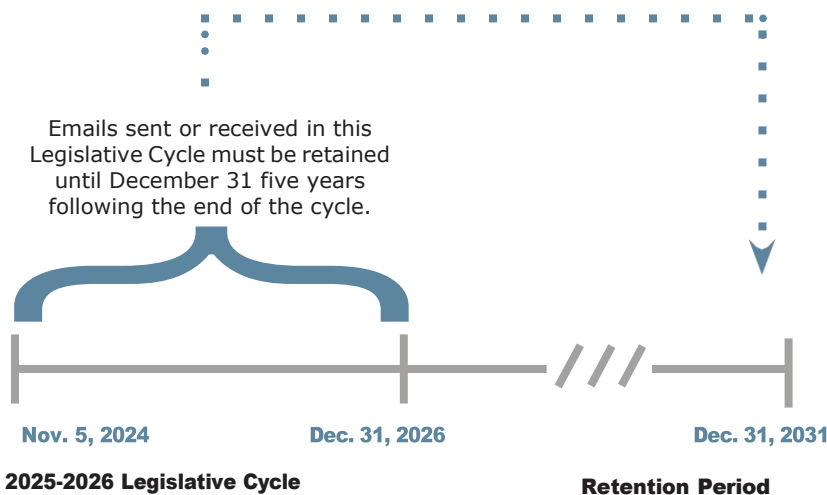
Many legislator emails are considered public information, and must be managed in compliance with state law and branch policy. These guidelines are general in nature. For more specific information, please contact the LSD Legal Director.

RETENTION POLICY

Emails distributing **official committee** documents such as agendas, reports, or committee bill drafts are retained and maintained by legislative branch staff so they can be **deleted** by a legislator.

Emails that are **tangentially related** to your duties or position as a legislator, such as a newsletter from NCSL, are transitory records and can be **deleted**.

Emails containing discussion about legislative business **must be kept for 5 years** following the conclusion of the legislative cycle in which they were sent or received.



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For example: an email sent on October 31, 2024 would be part of the 2023-2024 legislative cycle and would need to be retained until December 31, 2029. An email sent on November 16, 2024 would be part of the 2025-2026 legislative cycle and could be deleted December 31, 2031.