



CHRISTOPHER T. SUNUNU  
Governor

# Exhibit F-6

STATE OF NEW HAMPSHIRE  
OFFICE OF THE GOVERNOR

## **Email and Document Retention and Disposal Policy**

### Emails

For purposes of maintaining efficiency and economy, emails should be retained for no longer than 30 days. However, no emails may be deleted if they may potentially be responsive to a pending Right to Know request. All questions as to whether to delete a specific email or set of emails should be directed to Legal Counsel and, if necessary, the Chief of Staff.

**Emails containing invitations to the Governor or that involve constituent case work should be retained until they are obsolete.**

### Hard Documents

A hard or digital copy of all final drafts of official business documents (memos, statements, executive orders, etc.) produced by the office should be retained for no longer than 30 days unless a longer retention period is necessary for either historical or reference purposes. The decision on whether to retain copies of final drafts longer than 30 days may be made by the drafter. **If a document is signed by the Governor, a copy of the document should be retained until permission to discard is received from Legal Counsel and the Chief of Staff.** All final drafts must be retained if they are potentially responsive to a pending Right to Know request.

Drafts and notes may be discarded at any time, provided that no drafts and notes may be discarded if they are potentially responsive to a pending Right to Know request. All potentially sensitive documents are to be discarded by shredding only.

**Hard copy documents that are invitations to the Governor or that involve constituent case work should be retained until they are obsolete.**

All questions as to whether a hard copy document is potentially sensitive or should be retained should be directed to Legal Counsel and, if necessary, the Chief of Staff.

### Text Messages

Work related text messages may be deleted at any time and may not be retained for longer than 30 days, provided that no work related text messages may be deleted if they may potentially be responsive to a pending Right to Know request. All questions as to whether to delete a specific

text message or set of text messages should be directed to Legal Counsel and, if necessary, the Chief of Staff.