


# **EXHIBIT 3**

 <b>North Carolina General Assembly</b>	<b>Legislative Services Commission Policy</b>	Adopted: January 2002 Reviewed: February 2012 Revised: February 2006
	<b>Title:</b> Custodianship of Legislator E-mail and other Electronic Documents	

**Purpose:** To establish custodianship of Legislator E-mail and other electronic documents

**Scope:** This policy applies to all electronic documents residing in the General Assembly's computer system that are made or received by members or personnel in the member's office

### POLICY STATEMENT

Because legislative immunity may shield some of the documents received or made by a member of the General Assembly and contained in the General Assembly's computer system, the member shall be the custodian of documents that are made or received by the member or the personnel in the member's office and that are contained in the General Assembly's computer system under their accounts.

In the event that a member leaves office, the aforementioned documents shall be made available to the member upon request.

In the event of a member's death while in office, the ISD Director shall provide the Personal Representative of the deceased legislator's estate with an electronic copy of the documents received or made by the legislator or personnel in the legislator's office and contained in the General Assembly's computer system:

- Upon the request of the Personal Representative within 90 days of the deceased legislator's death, and
- The presentation of certified copies of letters testamentary or of administration to the ISD director.

ISD Shall, after 90 days of the member's leaving office, or death in office, remove all of the member's documents from the General Assembly's computer system.