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**The following statement on written communications was approved by the State  
Records Commission on March 6, 2018.**

Written communications created or received by state employees, appointees, and elected state officials in the conduct of official business are records, are the property of state government, and shall not be disposed of except as provided by law. Official business means all matters which relate in any way to the performance of the public governmental body's functions or the conduct of its business.

Records are format neutral and include all communications created or received through any personally or publicly funded system.

These communications must be classified and maintained using the appropriate record series in State Records Commission approved records retention schedules.