From:	GOLDSTEIN Meyer
To:	WIND Cory Ann
Cc:	COLLIER David; cleanfuels2016
Subject:	cleanfuels2016 - email procedures
Date:	Wednesday, December 30, 2015 1:26:46 PM

One of your responsibilities in this rulemaking is to help ensure all emails you or anyone sends about this rulemaking is saved as part of the rulemaking record. We accomplish by doing several things:

- the rules group coordinator creates a dedicated Outlook mailbox for each rulemaking
- the address for your rulemaking mailbox is: cleanfuels2016@deq.state.or.us
- The rules group coordinator will help you create mail rules in your Outlook that will forward a copy of rulemaking-related emails to the rulemaking mailbox
- The rules group coordinator will help you create an email signature for this rulemaking that will contain a reminder to other people to Cc the rulemaking mailbox on rulemaking emails
- After the rulemaking is complete the rules group coordinator will PDF all emails in the rulemaking mailbox. You as the rule writer will not have to take any action to preserve those emails

Once these steps are complete, you can ensure your emails are properly saved by either Cc'ing the rulemaking mailbox on your emails, or including the short name for the rulemaking, cleanfuels2016, in the subject line of your emails.

Your other responsibility is to use the email signature with the reminder box in your rulemaking emails to try to encourage other people to Cc the rulemaking mailbox with their rulemaking emails.

Of course you are welcome to use whatever system you want in addition to the above steps to save rulemaking emails for yourself.

I'll send you a meeting invitation for me to help set up the email rules and Outlook signature. It shouldn't take more than half an hour.

DEQ must save all emails about this rulemaking as part of the rulemaking record. When you email anyone about this rulemaking, please Cc the mailbox for this rulemaking, cleanfuels2016@deq.state.or.us,

Link to Instructions to Create Signature and Notice Box

- Create Outlook signature
- Create email rule - Office 2013
- Create email rule - Office 2007