From:	GOLDSTEIN Meyer
To:	NORDBERG Dave
Cc:	COLLIER David
Subject:	levzev2016 - email procedures
Date:	Wednesday, December 30, 2015 10:42:22

Dave,

You probably remember that as the rule writer you are supposed to keep track of all emails sent concerning your rulemaking. We are starting a new procedure that should end up being easier for you. We have created an Outlook mailbox specifically for this rulemaking. The address is: levzev2016@deq.state.or.us. The idea is that when anyone sends an email about this rulemaking they can Cc this mailbox so we will be able to save a copy of that email. This will involve a couple of steps to get going:

- The mailbox is already created
- When you send an email to anyone about this rulemaking, you should Cc the rulemaking mailbox or include the short name for this rulemaking, hwph2, in the subject line
- I will help you set up rules on your computer so that when you send or receive an email that concerns this rulemaking, it will automatically forward a copy of the email to the rulemaking mailbox
- I will help you create an email signature specific to this rulemaking that will contain a reminder to other people to Cc the rulemaking mailbox when they email about this rulemaking

This should mean that, once the above steps are complete, you won't have to do actively manage rulemaking emails. And when the rulemaking is complete, I can just save the emails from the rulemaking mailbox with the rest of the rulemaking record. You won't have to do anything at the end of the rulemaking to save the 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 either the mailbox for this rulemaking, levzev2016@deq.state.or.us, or the rule writer, Dave Nordberg.

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Questions about DEQ rulemaking procedures? Try looking here: DEQ Rulemaking Resources