Email Categories by State

Category	AL	AK	AS	AZ	AR	CA	CO	CT	DE	DC	FL	GA	HI	LA	IA	ID	IL	IN	KS	KY	ME	MD	MA	MI	MN	MS	MO	MT	NE	NV	NH	NJ	NM	NY	NC	ND	OH	OK	OR	PA	RI	SC	SD	TN	TX	UT	VT	VI	VA	WA	WV	WI	WY
Access/Privacy/ Confidentiality / Availability / ownership			X			X	X					X						X	X					X	X				X					X	X							X								X		X	X
Appropriate Use / restrictions							X				X					X				X									X					X											X			X		X		X	
Archiving / preservation / storage: offline, near line, online, / archiving / preservation	X					X	X					X			X			X	X	X				X		X	X		X			X			X		X										X						
auto-categorization vs manual methods												X														X																											
best practices, recommendations, guidelines, checklist, summaries		X				**X**					X	X	X							**X**					X		**X**		**X**	X				X	X														X	**X**		X	
definitions / terminalogy	X					X						X		X	X	X				X		X		X					X	X				X											X	X	X		X				X
Distribution lists	X					X													X						X																		X										
Documentation and capturing email/documents								X				X						X						X																													
ER elements (content, structure, conteXt, system design considerations (RMA), authenticity, etc.												X						X						X		X			X																							X	
Etiquette																																											X										X
FAQ		**X**			**X**																			**X**	X														X										**X**			X	
Files mgmt, schemes, file structure, ER elements, attachments, printing to paper, folders, systems designs (RMA), searching, etc.						X						X	No					X	X	X				X	X		X		X					**X**	X	X	X													X		X	
Legal - discovery, rules of evidence, hold orders	X					X		X				X			X			X	X					X	X		X				X			X	X												X			X		X	
Media Migration												X												X		X			X																				X				
Metadata	X											X								X									X																								

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Organizational Issues & mgmt. considerations																X									X	X																										X	
Policies & procedures: creating and sharing folders, saving messages / attachments, shared drives, searching, deleting message, deleting							X					X						X								X								X												X			X			X	X
Public Record	X	X					X	X																											X				X			X									X	X	
Record, reference copy, non-record, examples		X				X					X	X						X	X	X							X		X			X			X							X										X	
Responsibilities & roles of end users (including IT, management)						X		X						X	X				X	X		X	X	X									X	X	X							X						X					X	
Retention (transitory, intermediate, permanent (with eXamples)	X	X					X	X				X			X			X	X	X				X	X		X		X			X	X	X	X							X			X	X		X	X	X		X	
Scope, intent, purpose, basics, introduction														X		X		X	X	X			X			X			X			X		X	X							X							X			X	X
Security / encryption / viruses / backups	X						X				X			X	X			X							X				X																							X	X
Subject Line				X															X	X																X																	
Training -education	X														X			X		X					X				X															X	X					X			