

April, 2003

ELECTRONIC MAIL (E-MAIL) RETENTION INSTRUCTIONS.

- A. E-mail records that are classified as official records** are subject to the individual department's records retention schedules and must be retained for the same period of time as the records series that most closely matches the subject matter contained within the new e-mail message. If there is no entry that resembles or matches the subject matter of the e-message, the "record" should be added to the appropriate retention schedule as a separate series of records.
- B. Transitory e-Mail** consists of electronic messages that are created primarily for the communication of informal information as opposed to the perpetuation or formalization of knowledge. Destroy transitory e-mail when they have served their purpose.