

UNIVERSITY OF VIRGINIA EMAIL RETENTION CHECKLIST

Evaluate your e-mail and determine whether it meets the legal definition of a record. If so, file it (in paper or electronically) and retain it in accordance with the type of record (the content of the email) as listed in the Library of Virginia Records Retention and Disposition Schedules (www.virginia.edu/recordsmanagement). Here are some guidelines:

FILE IT

Issues policy
States decisions
Outlines procedures
Shows action
Gives guidance
Is unique
You're not sure

TOSS IT

X Reservations for travel
X Confirms appointments
X Personal messages
X Reference Copies
X Broadcast Messages
X Transmits documents w/out comment
X Junk mail

REMEMBER

- Your email contains public records. See Virginia Public Records Act.
- Utilize the records retention and disposition schedules online to determine how long to keep the records.
- DO NOT use email to transmit confidential information.
- Your email is part of your job. No expectation of privacy or confidentiality applies.

QUESTIONS?

- Call Records Management at 3-9162 or email records@virginia.edu
- Visit <http://www.virginia.edu/recordsmanagement>

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