

UNC EMAIL RETENTION CHECKLIST

Evaluate your e-mail and determine whether it meets the legal definition of a record. If so, retain and file it in accordance with your authorized records retention schedule. 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 **Transmits documents w/out comment**
- X **Junk mail**

REMEMBER

- Your email contains public records. See NCGS 132.
- Utilize the retention schedule for your office to determine how long to keep your records.
- Print out email that needs to be kept for more than 5 years, especially records to be transferred to the University Archives.
- DO NOT use email for confidential information or records.
- Your email is part of your job. No expectation of privacy or confidentiality applies.

QUESTIONS?

- Call 962-6402 or email recman@unc.edu
- Visit <http://www.lib.unc.edu/mss/uars/recemail.html>

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