



North Carolina Email Guidelines Checklist

Evaluate your emails to determine which ones meet the legal definition of a record. That definition can be found here: http://www.ncleg.net/EnactedLegislation/Statutes/HTML/ByChapter/Chapter_132.html

Emails that you determine are public records should be retained and filed in accordance with the university's *General Records Retention and Disposition Schedule* and the *General Schedule for State Agency Records*. Here are some guidelines:

File It

- If it issues policy
- If it states decisions
- If it outlines procedures
- If it shows action
- If it gives guidance
- If it's unique
- If you're not sure

Toss It

- Travel reservations
- Appointment confirmations
- Personal messages
- Junk mail

Remember

- Many of your emails are *public records*. See North Carolina General Statute 132.
- Refer to the retention schedule to determine how long to keep your records.
- DO NOT use email for confidential information or records, unless it is encrypted or otherwise secured against unauthorized interception.
- Your email is part of your job. No expectation of personal privacy or confidentiality applies.
- Employee email (even student-employee email) should not be auto-forwarded to a non-trusted external email account.
- No "ghosting"—which means that you must not set up an external or personal email account to send emails from your official "unc.edu" account.

Questions?

Call (919) 962-6042 or email recman@unc.edu.