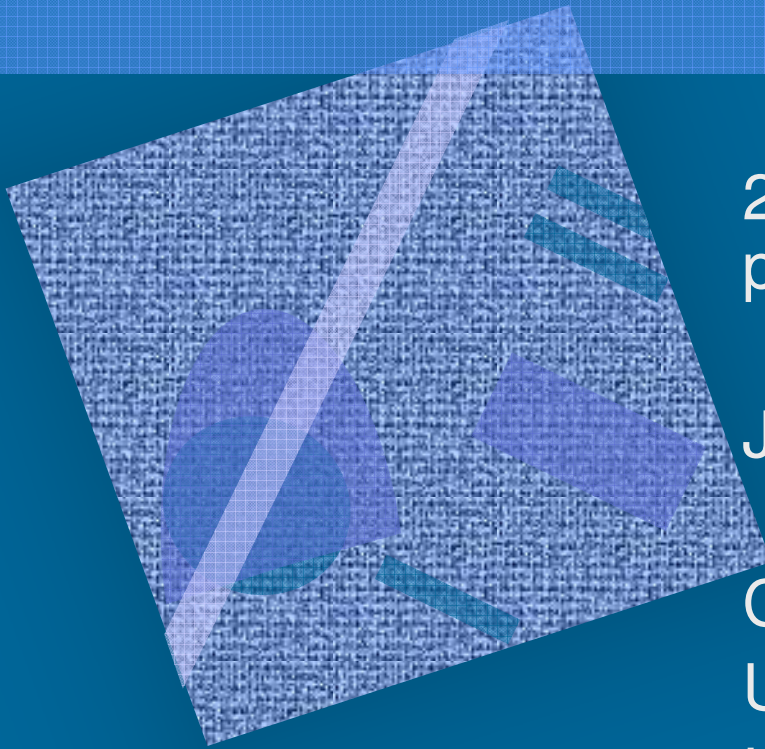


In The News – EMAIL!



2008 – the year of email and public records!?!

June 11, 2008

Caroline Walters
University Records Manager
UNC-Chapel Hill

Email & The Governor

- Mental Health Issue
- Fired employee tells press Gov. Office ordered all email deleted
- Governors office said didn't happen
- Meanwhile, the Governor says he destroyed letter
- Notes from meeting said otherwise

Governors Panel

- Governor forms a panel to review current policies:
 - Email as a Public Record
- Includes UNC-CH Faculty, Government Officials and former newspaper editors.
- Holds meetings to review policy and has public hearing
- Final Report to Governor by May 20.

DCR Guidelines

- Email as a Public Record
 - Follow your records retention and disposition schedule
 - Allows for destruction/deletion of emails with no administrative value
 - Email treated no differently than any other type of record
- David Lawrence (UNC School of Government) –compliant with G.S. 132 and G.S. 121

Press to the Panel:

- All email must be saved!
- Won't cost that much to find electronic solution - \$100,000 max????
- All email must be open
- Employees should not make these decisions
- Email as a Public Record violates G.S. 132

NC G.S. 132

- Defines a public record – email included
- Public records should be available to the public – except when confidential!
- Department of Cultural Resources must provide permission to destroy public records

NC G.S. 121

- Gives responsibility for the management of public records to Department of Cultural Resources
- “When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further use or value for official and administrative purposes and when the Department certifies that such records appear to have no further use or value for research or reference, then such records may be destroyed or otherwise disposed of by the agency having custody of them.” G.S. 121-5(b)

Why should UNC care?

- UNC is a state agency and subject to the public records laws in North Carolina
- Changes in the public records laws would change the way UNC operates
- Press attention on email management at the University

Panel – My Presentation

- April 3, 2008 – did you read about me?
- Employees can make these decisions.
- Employees need training about the public records laws
- Email should be treated no differently than any other record
- Content of email tells you how long to keep it

Panel's Final Report

- Recommendations:
 - Employees treat email just like paper.
 - Mandate training
 - Implement archiving system for email in electronic format
 - DCR to do random audits
 - Back-up tapes from 30 days to 5 years
 - Single email system
 - Non-Government electronic communication copied to government systems

Report & UNC

- Finalizing report to UNC System to recommend:
 - Training, Training, Training
 - UNC System or Campuses to communicate clear policies on records management
 - UNC System Records Officers Committee to review other recommendations of panel and work with CIOs, attorneys and other UNC System Committees on possible actions

Current Email Resources

- Records Retention & Disposition Schedule
- Email as a Public Record
- Email Checklist
- Attend Email Management Workshop
- Call or Email UARS
- [UARS Website](#)

Keep or Delete

- Subject: Air Handler off today in Wilson
- Subject: RML Annual Meeting
- Subject: Re: 5525-1263 HSL Resource Management Services - Draft Schedule for Review
- Subject: Question
- Subject: Monday's Almost Over
- Subject: Library Line 6/2/2008
- Subject: URGENT: Safety Information Update
- Subject: 7110-0628 – Facilities Services – Director's Office
- Subject: Leave - 5/24-6/6
- Subject: UARS annual report 2007/2008



Questions ?