

## NC EMAIL RETENTION CHECKLIST

Evaluate your e-mail and determine whether it meets the legal definition of a record

<http://www.ah.dcr.state.nc.us/sections/archives/rec/ncgs132.htm#gs132-1>.

If so, retain and file it in accordance with your agency's authorized records retention schedule and with the General Schedule for State Agency Records. 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 other documents without 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 10 years, including records to go to the State Archives.
- 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.

### QUESTIONS?

- Call (919) 807-7350 or email [records@ncmail.net](mailto:records@ncmail.net)
- Visit <http://www.ah.dcr.state.nc.us/sections/archives/rec/>.

## NC EMAIL RETENTION CHECKLIST

Evaluate your e-mail and determine whether it meets the legal definition of a record

<http://www.ah.dcr.state.nc.us/sections/archives/rec/ncgs132.htm#gs132-1>.

If so, retain and file it in accordance with your agency's authorized records retention schedule and with the General Schedule for State Agency Records. 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 other documents without 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 10 years, including records to go to the State Archives.
- 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.

### QUESTIONS?

- Call (919) 807-7350 or email [records@ncmail.net](mailto:records@ncmail.net)
- Visit <http://www.ah.dcr.state.nc.us/sections/archives/rec/>.