

Do I Keep It?

How to Determine if an Email Message is a University/Business Record

UH needs a record of emails that...

- are part of mission critical decisions
- OR
- show why a decision was made
- OR
- are required for legal, tax, fiscal, or audit purposes

You need to keep it if you are...

- the sender or creator
- OR
- the only or main recipient
- OR
- the custodian for that type of information



Goal: To demonstrate fiscal responsibility and efficiency by eliminating the need for unnecessary file space (both computer file storage space and physical file storage space) in compliance with state and federal laws pertaining to records retention.

