

Do I Keep It?

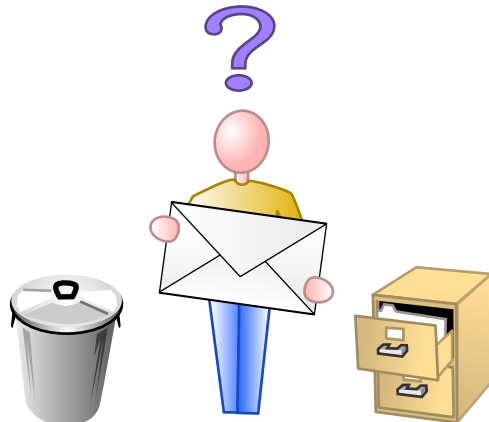
How to Determine if an Email Message is a University/Business Record

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



You send or receive an email message.

Does it relate to a UH business or document a business process?

No

Yes

Does UH need a record (official copy) of this email?

No

Yes

Am I the one who should keep it?

No

Yes

Yes

Is it still useful?

No

Review Periodically

Retain and file according to UH MAPP 10.03.07 until retention schedule is reached.

Verify that all records retention requirements have been met.

Dispose of Appropriately

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.