

E-mail Retention Checklist

E-mail is a public records according to the Virginia Public Records Act. Public records are recorded information documenting a transaction or activity by or with any public officer, agency, or employee of the state government. Public records must be retained and destroyed in accordance with the Library of Virginia Records Retention & Disposition Schedules and Forms (<http://www.lva.virginia.gov/agencies/records/>).

FILE IT

- Issues policy
- Decisions
- Outlines procedures
- Shows action
- Gives guidance
- Is unique
- You're not sure

DESTROY IT

- Reservations for travel
- Confirmation of appointments
- Person files or messages
- Reference copies
- Broadcast messages
- Transmits documents with no comment
- Junk mail