Email Retention

Email Received

Is it related to your job or to university business?

Yes

Official correspondence
Meeting minutes

Emails that issue policy, state decisions, outline procedures, perform an official action, or give guidance

Ask:
Is it unique?
Are you not sure what it is?

Probably Permanent
Check against Records Retention and Disposition Schedule and contact University Archives to transfer emails according to retention instructions

No

Personal mail
Junk mail
Delete when reference value ends (or Delete immediately)

Travel reservations
Appointment confirmations
Routine correspondence
Drafts

Emails without messages that transmit attachments

In general, any email that does not contain information necessary to conduct official business, meet statutory obligations, carry out administrative functions, or meet organizational objectives.

Probably Non-permanent
Retain and delete according to retention period listed in Records Retention and Disposition Schedule

University Archives and Records Management Services
http://www.lib.unc.edu/mss/uars/
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