



State of Michigan E-mail Retention

Keep

- **Official Records**
 - You are the designated recordkeeper
 - Document your job duties and responsibilities
 - Document decisions and activities of your office
 - Document guidance or services provided by your office

Don't Keep

- **Unofficial Records**
 - Publications from outside sources (newsletters)
 - Personal documents (family, personal finances, friends)
 - Mass mailings (received)
 - Drafts replaced by new versions
 - Duplicate records
 - Records that don't document your job duties and responsibilities
 - Reminders
 - Spam, advertisements, junk mail