Do I need to retain this e-mail message?

Does the message document official government business?

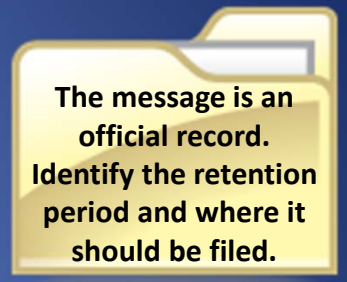
YES

Is the message evidence of an activity, decision, direction or guidance?

YES

Are you responsible for retaining the message?

YES



NO: It contains personal information, professional development information, or information that is not related to my job duties.

NO: It contains information I don't have to act upon.

NO: Someone else is responsible.