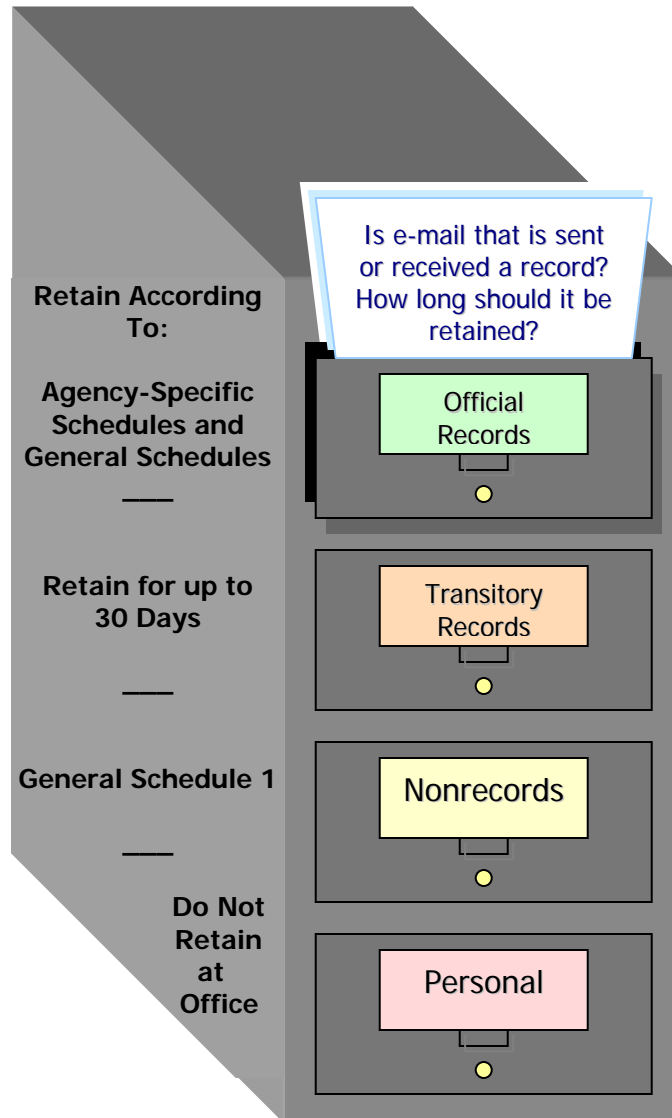




State of Michigan Records Management Services Electronic Mail Retention Guidance



Warning! Do not dispose of (or allow the automatic disposal of) any relevant e-mail message, even if its retention period has expired, that is responsive to a FOIA request or which is likely to be required in litigation.



Caution! Litigation/discovery and FOIA requests both apply to all relevant e-mail messages, including metadata associated with messages and any associated data stored on server back-up tapes.

Definitions and Examples

Official Records: recorded information that is prepared, owned, used, in the possession of, or retained by an agency in the performance of an official function.

TO: Joe
FROM: Jim
SUBJECT: Contract
Please change the fourth paragraph in contract #10775 to read, "payment must be received within 30 days", removing the phrase "60 days."

TO: Bob
FROM: Carol, Personnel Director
SUBJECT: Reallocation
After further review, it is our decision that there is not sufficient justification to approve the reallocation for Susan's position, based upon the fact that . . .

TO: Vendor
FROM: Lisa
SUBJECT: Contract
Thank you for your question. The intent is to guarantee unit prices to all state agencies and to provide a mechanism to easily obtain imaging services.

TO: Mark
FROM: John
SUBJECT: Appointment
This is your official notification of your appointment to the Taxation Committee. Your responsibilities include . . .

Transitory Records: records relating to agency activities that have temporary value and do not need to be retained once their intended purpose has been fulfilled.

TO: Staff
FROM: Janet
SUBJECT: staff meetings
The staff meetings will be held on Tuesday mornings from now on instead of Thursday afternoons.

TO: Marilyn
FROM: Doug
SUBJECT: supplies
I noticed that there are no more blue ink pens in the supply cabinet. Can you please order more? Thanks.

TO: Doug
FROM: Becky
SUBJECT: Retention Schedule
Would you please e-mail me a copy of the schedule for Administrative Services?"

TO: Debbie
FROM: Jim
SUBJECT: training
You have my approval to attend the seminar "Buying over the Internet." Please complete your registration form within the next two weeks.

Nonrecords: recorded information in the possession of an agency that is not needed to document the performance of an official function.

TO: Jim
FROM: Marilyn
CC: Brice
SUBJECT: Contract
For your information, the contract has been mailed to Purchasing.

TO: Debbie
FROM: ARMA
SUBJECT: Books
The Association of Records Managers and Administrators has four new books for sale regarding e-discovery. They are . . .

TO: DMB
FROM: Susan
SUBJECT: Give Blood!
The American Red Cross Blood Drive will be held in Constitution Hall on November 20.

TO: Dave
FROM: Karen
SUBJECT: brochure
The attached Word document is a draft for your review. Please let me know if you have any comments. Thanks.

Personal Records: records that document non-government business or activities. Note: agencies may have policies that prohibit the use of personal e-mail.

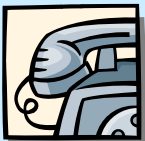
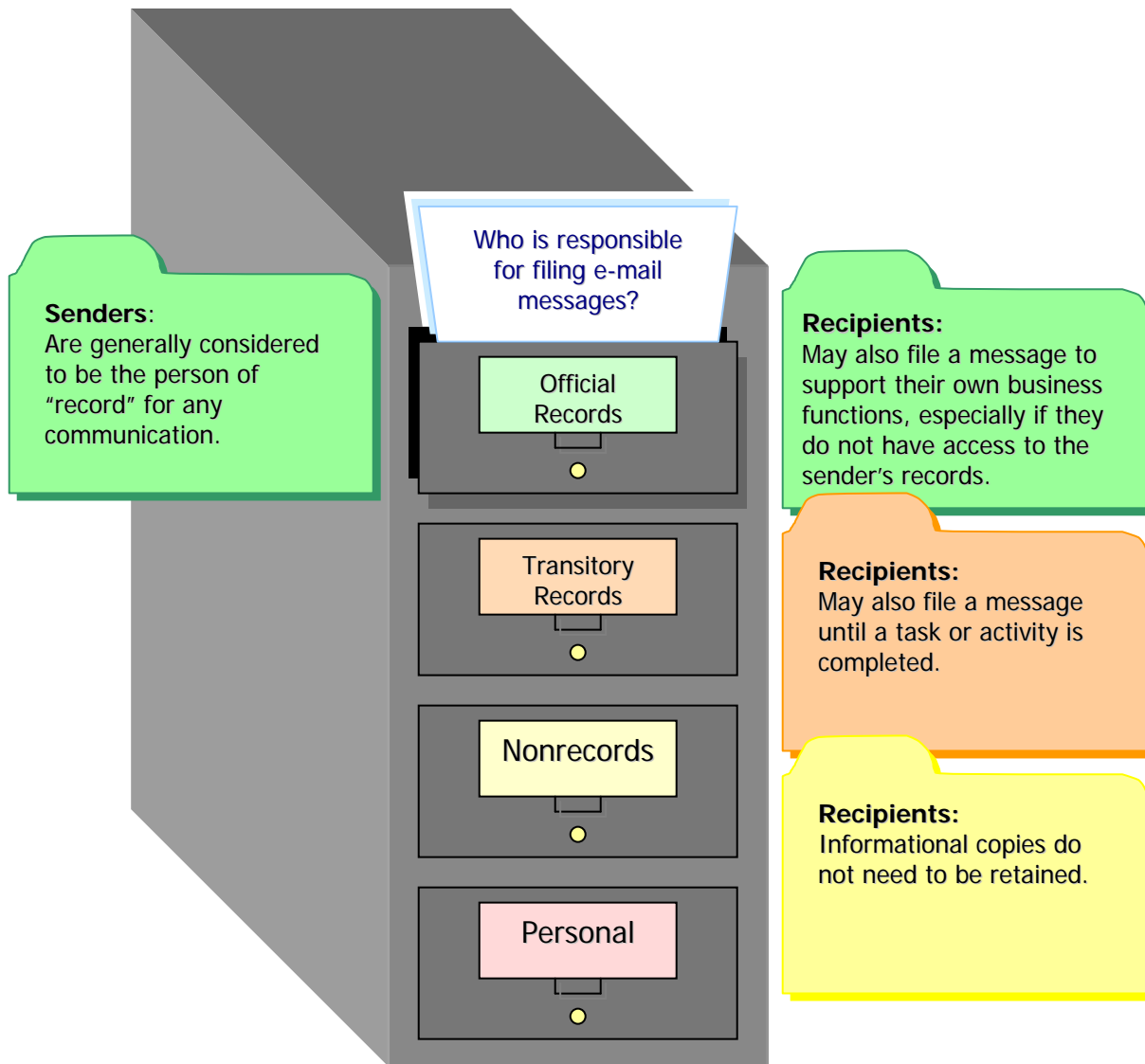
TO: Sandy
FROM: Debbie
SUBJECT: Good luck!
Congratulations on your new job! It has been great working with you these past three years. Keep in touch!

TO: All Department Employees
FROM: Human Resources Division
SUBJECT: Medical Spending Accounts
Enrollment for medical spending accounts is now open. Don't forget to sign up by the deadline.

TO: All Division Employees
FROM: John Smith, Director
SUBJECT: holiday
This year's annual holiday buffet will be held on December 22 at noon in the conference room. Please remember to sign-up to bring a dish to pass.

TO: Constitution Hall Employees
FROM: Phyllis
SUBJECT: car
FYI. I noticed that a blue Oldsmobile in the parking lot with the license plate XYZ 123 has its lights on.

Electronic Mail Filing Guidance



QUESTIONS MAY BE DIRECTED TO:

State of Michigan
Records Management Services
(517) 335-9132

<http://www.michigan.gov/recordsmanagement/>