

EMAIL RETENTION FLOWCHART FOR BENTON PUD

START



Sent or received an email?

Does the email explain, justify, or document a business action or decision?

YES

NO

Does the email provide significant evidence of the District's policies, procedures, operations, mission, projects, or activities?

YES

NO

Does the email contain substantive comments on a draft record?

YES

NO

Does the email need to be kept for future long-term reference or informational use?

YES

NO

FILE IN TRIM

- Needed for long-term reference or informational use
- Email content documents or explains agency actions or decisions
- Goes beyond communication and represents content belonging to another records series

Does the email need to be kept for short-term reference or informational use?

YES

NO

Does the email have work-related value?

YES

NO

Is the email related to District business or your responsibilities at the District?

YES

NO

KEEP IN OUTLOOK

- General correspondence
- Reference email with no significant content
- Informational/advice emails (requesting or providing)

Is the email's relevance or informational value transitory and no longer needed?

YES

NO

Is it a personal email?

YES

NO

Is it spam or junk mail?

YES

DELETE

- General announcements or notices
- Transitory email
- Personal email
- Routine chit-chat
- Junk mail
- Spam