SHOULD IT STAY OR SHOULD IT GO?
Email & Electronic Records Guidance

recordshelp@bellevuewa.gov

STOP & SAVE
STOP and SAVE
Emails and records that you need to do your job or document City activities, decisions or actions.
Save to: email storage folders, SharePoint using content types

YIELD
YIELD for short-term business use and then PURGE
The information is good for reference, but not necessary for long-term use.

DELETE
GO ahead and DELETE
Anything that does not have to do with City business or does not contain substantial information.