What Emails Should I Retain

• Emails that document:
  – Business records: litigation case files, correspondence, agreements, studies, Transcripts, course development, Student records, and Awards
  – Action records: FOIA requests, correspondence, invoices, formal responses to requests, Records that document DoD activities: calendars, meeting minutes, reports
  – Records mandated by statutes or regulations: case files, decisions, training development, policies and procedures, agency memorandums
  – Records relating to financial or legal claims: litigation case files, contracts, personnel and payroll
  – Agreements reached in meetings, telephone conversations, or other E-mail exchanges on substantive matters relating to business processes or activities
  – Provides comments on or objections to the language on drafts of policy statements or action plans
  – Supplements information in official files and/or adds to a complete understanding of office operations and responsibilities
  – Will be needed by you or your successor in carrying out your agencies responsibilities
What Emails can I delete

Emails containing:

Personal files are records and information **strictly about the individual** and are not connected with the conduct of government business

Professional Papers are records created **before entering government service**

Reference Materials are collection of extra copies of official records on a specific action used for ready reference

- Files created before entering public service
- Personal, family or social correspondence/media
- Insurance or medical papers
- Books, magazines, professional papers
- Copies of your personnel-related documents
- Materials, such as presentations and speeches made that are NOT related to your official’s capacity within DoD