Email Records Management - Part 1

Records Retention Folders
Introduction

This lesson provides an overview on the following topics:

• Determining if your email is a record
• Complying with email records policies
• Managing your email records with the Outlook records retention folders
• Defining the purpose of each records retention folder
Email messages can contain records, and in many cases, may be the only record created that documents University business.

Not all email messages are records. Which ones are?

Any message that documents or provides evidence of your department’s official business activities, transactions, or events.

For more help in determining if your email message is a record, visit www.umsystem.edu/ums/fa/management/records/electronic-what
Staff members need to manage and retain their email records according to the University’s records retention policy.

**University Policy**

Maintenance and disposal of electronic records, as determined by their content is the responsibility of the creator and/or receiver of the record and must be in compliance with the University's approved records retention and disposition schedules. Failure to properly maintain electronic records may expose the University and individuals to legal risks.
Managing Your Email Records

Once you’ve upgraded to Outlook 2016, you will still have Managed Folders in the Folder Pane, but messages placed in the retention folders will no longer display strikethroughs to indicate when they’ve reached the minimum retention time.
Managing Your Email Records

Email records that are actively being used should be kept in inbox sub-folders in the Folder Pane.

Once the email records are inactive (e.g., a project ends, end of a fiscal year, a decision is final, a contract or grant ends), they should be moved to the appropriate retention folder.
Managing Your Email Records

The retention period for an email begins *after* you move the email into the folder (e.g., when you move an email to the 01 Year folder, it will expire 1 year later). The retention period is not related to the date on the email.
The following slides are descriptions of each folder category and common examples of email records that should be stored in each.
Records Retention Folders

01 Year Retention folder is used for records that are transitory or temporary; these records are required for a limited period of time to complete an action or operation or for reference value.

Common examples:
• Informational copies of committee files held by committee members
• Departmental non-grant related accounting records (these records are kept for reference value)
Records Retention Folders

3 Year, 5 Year, and 10 Year Retention folders are used for records that must be retained to comply with federal and state laws and/or meet the University’s administrative, legal, and financial needs.
3 Year Retention common examples:

- Departmental survey records from surveys that are conducted to get input on events, services, etc.
- Statistical data compiled by departments for subjects such as funding, courses offered, production or activities, and fiscal data
5 Year Retention common examples:

• Budget records including correspondence related to policies, procedures, directive, worksheets and spreadsheets, request for changes to budget, and approvals

• Recharge rate support documentation

• Salary justification and increase records
10 Year Retention common examples:

- Student placement files, including student credentials and lists of persons to whom the credentials are sent
- Accounting records for transactions created outside of PeopleSoft such as work/service requests and fee documentation (Official Copy of Records)
Historical Records folder
These records document the developmental and operational changes of a department and the University over time and should be sent to the Campus Archives department.

Common examples:
• Curriculum/syllabus and course correspondence
• Department subject files documenting the department’s official responsibilities and purpose

Access the Records Retention Guide
This concludes the lesson on methods for managing your email records in Outlook. You should be comfortable with the following concepts:

• Determining if your email is a record
• Complying with email records policies
• Managing your email records with the Outlook records retention folders
• Defining the purpose of each records retention folder