

## **E-Mail Management**

## **Policy No. 803**

***Policy Statement:*** E-mails created and received by the staff in the course of their work activities that are records of their functions, business activities, and decisions are to be printed and filed.

***Intent of Policy:*** To preserve e-mails that are the only existing records as evidence of program delivery.

***Definition:*** Communication sent or received internally or externally on an electronic mail system, including any attachments transmitted with the message as well as the associated transmission and receipt data.

***Procedure:***

- a) Print and file e-mails on a regular basis (daily).
- b) Initial all e-mails, once printed, before filing.
- c) E-mails must remain intact (in terms of structure, content, and context).
- d) Clear deleted items folder every two weeks to prevent overloading the server.

***Exceptions:*** E-mails that are transitory records are to be deleted as soon as they are no longer needed.