

HOW TO DETERMINE IF E-MAIL (OR ANY ELECTRONIC CORRESPONDENCE) IS A RECORD

metadata is lost. This metadata establish when the e-mail was created, was altered, etc. Metadata can prove important in some matters. For example, one professor accuses another of plagiarism. The accused responds that he created the document. The metadata is able to provide conclusive documentation about when and on whose computer the document was created. Thus, with critically important documents you may decide to retain both paper and electronic copies.

3. How long must the record be kept?

- x All records must be retained in accordance with the University's Retention Manual.
- x The retention period for most office records is listed in this Manual. Questions regarding retention periods for records not found in the manual may be directed to the Secretary of the University, who is responsible for the University's records retention program.
- x Each type of record has a defined retention period (e.g., research records must be retained for six years; personnel records are maintained for term of employment + 30 years).

4. What e-mails are NOT considered records and need not be retained?
 - x Junk mail or spam and personal e-mails