

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

