Email: Keep or delete?
Based on UTARMS' Managing Email Guide

START: Email Received

Is needed as evidence of a University decision, policy, transaction, or other actions?

YES →

Does it contain draft information?**

OR

Was it sent to you as a CC, BCC, or FYI that requires no action?
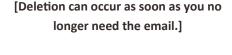
OR

Does the email contain Information used to update or create another record (such as a database entry)?

OR

Does the email contain duplicate information stored elsewhere?

OR

Are the email contents useful only temporarily? (Example: an event announcement)

↓ **NO**

← **YES**

END: Delete!*

[Deletion can occur as soon as you no longer need the email.]

NO →

Is it needed to support a current or future University decision, policy, transaction, or other action?

OR

Does it contain historical, legal, or administratively valuable information?

↓ **YES**

END: Save!*

[Transfer emails to the Archives or destroy at the end of the records' retention period.]

*Be aware of the processes for destroying records or transferring them to the University's Archives. Review relevant Tip Sheets (Archival Transfer, Records Destruction) online.

**Use your professional judgement. Emails that show the development of processes and policies, or record significant decisions, approvals, and context should be saved.