

Email Tips

- **Don't use personal email for professional business** – Your personal email account could become subject to FOAA.
- **Don't delete emails indiscriminately** – Remember, email is a format, it is the content of the email that must be evaluated and then retained accordingly.
- **Limit the use of "Reply All" or sending those "thank you" and "your welcome" emails** – Consider this...if this was in paper format and not email, would you be sending all the responses, replies, forwards, CC's, etc. that you send? Tighten up the loquacious email correspondence.
- **Fill in/use meaningful subject lines** – This will help you to sort, organize and index your emails.
- **Plan daily times** – Use 10-15 minutes first thing in the morning or at the end of the day to devote to your email management.
- **Consider an Agency-wide Records time** – All employees devote one day per month/once every 2 or 3 months or whatever time is allowable to Records Management with a focus on email.
- **Separate transitory email** – Obviously these should be deleted as soon as possible. But when transitory email is kept for reference purposes, it should be separated and labeled as such into folders so it is clear these are for reference purposes only and can be purged when no longer needed.
- **Cc: yourself** - To help manage sent mail, cc: yourself on messages which have to be retained and manage them with your other incoming mail. Your sent mail folder will then contain only duplicates and messages of transitory value, and can be purged regularly.

