All electronic records of communication created or received as official university business are public records; that include any form of messaging, text, IM, email, multimedia messaging or social networking.

**Email Management**

**What is Email Management?**

Email management consists of the effective control of electronic messages in accordance with institutional processes and government regulations.

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**Did You Know?**

A transitory record holds temporary value and can be disposed of as soon as it is no longer needed.

(examples: personal notes, routine email messages, meeting request, internal meeting notices, announcements, telephone messages/voicemails, and routine information)

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**Do's**

- Schedule time to clean up emails
- Dispose of transitory records
- Only keep FIU related emails
- Use appropriate subject titles

**Don'ts**

- Keep emails forever
- Keep large files in the inbox folder
- Do nothing

**Best Practices**

- Sort emails by subject, date, sender, project and importance.
- Set up rules to help sort emails automatically.
- Use appropriate subject titles.
- Keep last email of a chain as the official record.
- Avoid unnecessary emails, take the time to unsubscribe from unwanted senders.
- Discard personal messages from FIU account.
- For long-term storage use OneDrive or shared network.

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**Why Manage Emails?**

- Emails can be proof of actions taken.
- Emails can be a reference to operational administrative correspondence.
- There is no set retention period for emails, it is the content of the email that determines its retention period.

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**Cost of Doing Nothing**

- Lost of productivity
- Storage and backups fees
- Security breach

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https://recordsmanagement.fiu.edu/content/policies