EMAIL MANAGEMENT

WHAT IS EMAIL MANAGEMENT?

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

Did you know?

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.

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.

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

Best practices

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

Do's

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

Don'ts

- Sort emails by subject, date, sender, project and importance.
- Set up rules to help sort emails automatically.
- 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.

Cost of doing nothing

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

Why manage emails?

- Space savings
- Time management
- Easy records retrieval
- Accessibility

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

EMAIL ACCOUNT INFO

Click Here