

NJ Circulation Letter 03-10-ST

## Managing Electronic Mail: Guidelines and Best Practices

### *Summary*

V jku"fqew o gpv"gz rnc kpu"kp" i tgc v" fg vckn" y j cv"G o ckn"cu"õ I qxgtp o gpv"Tgeqt fõ""ku." how it is to be retained and for how long, according to the requirements of the State of New Jersey.

All Email that fits the definition of a "government record" must be available to the public upon request, unless it falls under specific exceptions as defined by OPRA.

Non-Government Record Emails are transient personal messages, SPAM, etc. This group also includes non-government list publications. These messages *should not be saved* and can be deleted immediately, except where the publication is used to justify a purchase or business process - which then must be retained.

Government Record Email is divided into three retention categories: Transient, Intermediate, and Permanent.

*Transient Documents* include Emails of limited administrative value beyond a specific time frame and information of temporary importance. Examples include meeting notifications and arrangements, drafts, etc. They should be retained until they are no longer of administrative value, and then destroyed (deleted).

*Intermediate Documents* are also of limited value

