

- What is a record? Documented material transmitted or stored by a campus AND has legal, operational, or historical value. Based on this definition, most emails are NOT records...BUT, for the ones that are, they need to be properly managed.
- How should emails that are records be retained? SUNY's email retention approach is to classify emails that are ACTUAL records by determining the subject matter and purpose of the email. The content of the email will determine what, if any, classification of records the email falls under, and retention of the email will then be in accordance with the SUNY Records Schedules based on the type of record it is.
- What is records management? Official records of state-operated campuses of the State University of New York (SUNY) must be retained and may not be destroyed unless in accordance with applicable records retention schedules. These schedules include...

SUNY Retention Schedule:

http://www.suny.edu/sunypp/documents.cfm?doc_id=650#appendicies

NYS Retention Schedule:

http://www.archives.nysed.gov/a/records/mr_pub_genschedule.shtml

- Records Retention policies are applied to information by subject, not by the medium on which it's stored- therefore, a record in email form has the same retention period as it's paper counterpart.
- Email records may be deleted if the records have been retained for the minimum retention period established in the above schedules AND **are not being retained for a legal action or otherwise subject to a litigation hold or for an audit.**
- Transitory messages may be destroyed when no longer needed. This includes incoming and outgoing email communications, including attachments, used to distribute information and documents, announce or schedule meetings, and conduct formal and informal communications.
- Why should you manage your emails?

The costs and risks associated with storing email long term go beyond simple storage and server costs. Retaining thousands of unnecessary emails creates legal and administrative e-discovery costs and greatly increases regulatory risk.

When a litigation hold, discovery request, or a public request for information occurs, the more documents/records/data we have to sort through, the more disruptive the request will be to the normal operation of a campus.

For more information, check out Stony Brook University's Records Management website at

<http://www.stonybrook.edu/commcms/audit/records.html>