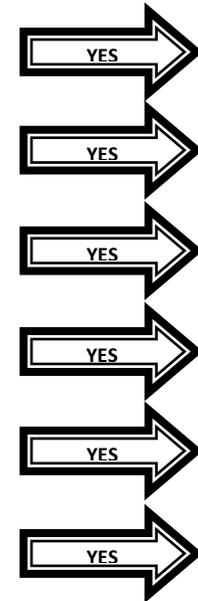


RECORDS RETENTION QUICK REFERENCE

Email, Word documents, PDFs, paper, instant messages, tweets...it doesn't matter.



Is it a draft?
Is it an unofficial/duplicate copy?
Does it serve simply to request or provide information?
Does it not affect or reflect the transaction of agency or public body business?
Is it only of limited, temporary value?
Was it received simply as a courtesy?



Is it an official document originating from your agency or public body's office.. <ul style="list-style-type: none">• Documenting your agency's (or public body's) policy or procedure?• Documenting your agency's (or public body's) office mission or program?• Documenting your agency's (or public body's) office action or decision?• Requiring approval or signature?
Does it document your agency's (or public body's) office spending (or being reimbursed by) agency's (or public body's) funds?
Is it external correspondence sent or received by virtue of your agency's office role (or public body's role)?

