SD City Clerk

ARCHIVES AND RECORDS MANAGEMENT

E-MAIL

FREQUENTLY ASKED QUESTIONS

Q.   How do I manage my e-mail?

A.   Good e-mail management begins with keeping only emails identified as "records" and systematically deleting "non-records." These terms are defined in San Diego Municipal Code section 22.2602.

Q.   What kind of an e-mail message is considered a record?

A.   An e-mail message is a record if it was created or received in connection with City business. Documents the formulation that pertains to the formulation and execution of City policies and/or initiates, authorizes completion of a City transaction.

Q.   How long should I keep email?

A.   It depends. The _content_ of an email determines how long an e-mail should be kept. Please check the citywide Master Records Schedule.

Q.   How do I store e-mail records?

A.   The e-mail delivery system is not a records storage system and employees should not be using it as such. E-mail records with permanent and long-term retention periods should be printed out in paper format and filed as appropriate. Other e-mail messages with shorter retention periods should be removed out of the email delivery system and stored in the "H" or "Shared" drive network and monitored on a yearly basis so that the records are deleted from the system once their retention period expires. Alternatively, your department head may use a Electronic Records Management Trusted System.