

Example: Identifying the Official Copy of an Email

- Held by the sender
- Held by the recipient of an external record
- Recipient copied in an exchange by external parties
- Forwarded messages

 □ Depends upon the situation
- The last email in a thread

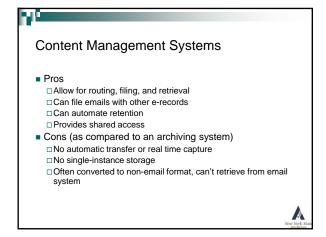


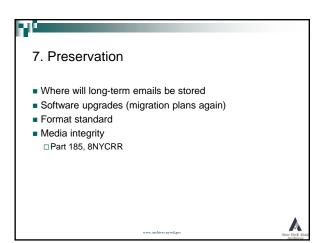
Email Retention Options

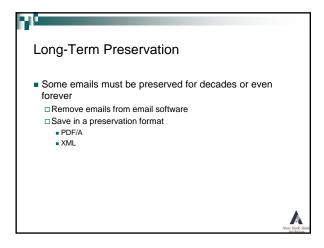
- Schedule-Based Retention
- Uniform Retention
- Functional Retention ("Big Bucket" retention)
- Account Holder Retention

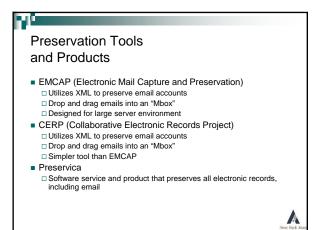


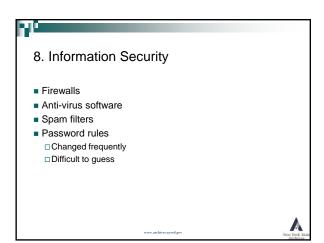
6. Email Storage Where are emails stored? Active email v inactive Document management system Auto-archive or auto-delete schedule Migration plans

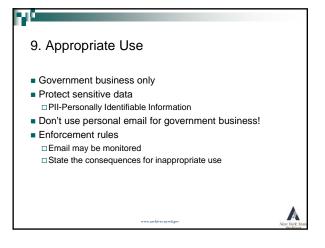




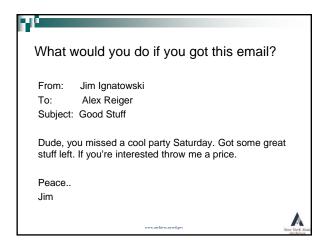


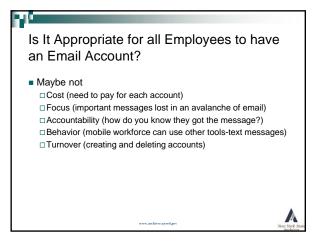


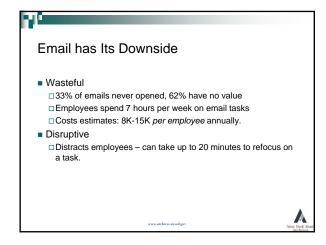


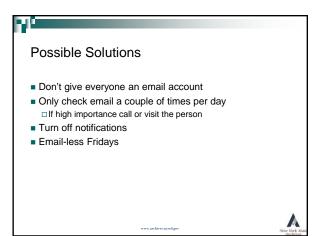


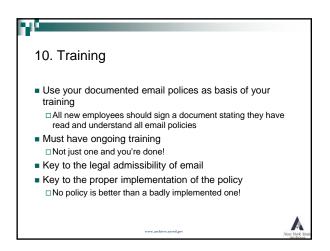


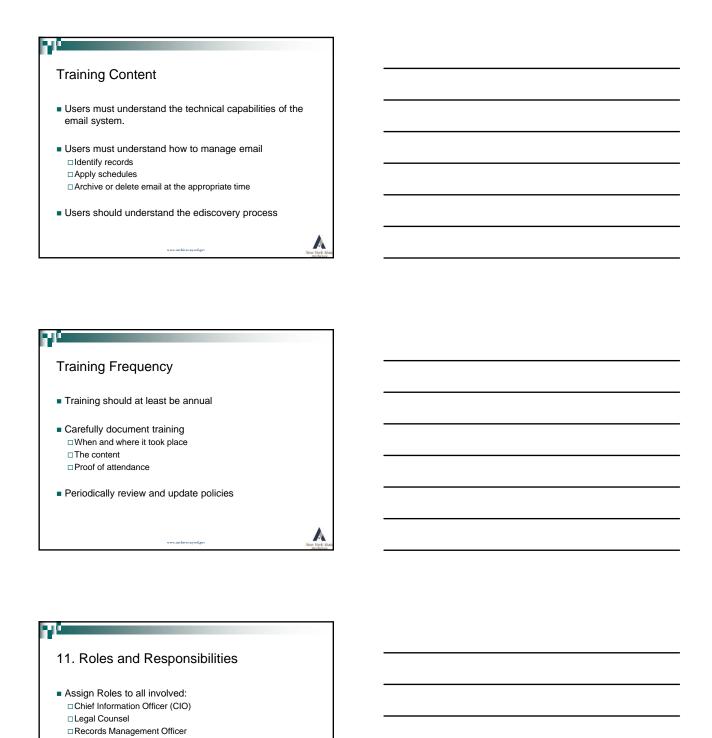












□ Chief Administrative Officer

□ Other managers

 $\hfill\Box \mbox{Department}$ heads (or whole departments)

Always use position titles not personal names!

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Questions?	
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