

Sorting emails at a glance

The ***Policy on Email Management*** highlights staff responsibilities related to email and outlines the management of email in accordance with Concordia's records management program.

Emails are not private - they are owned by the University and may be accessed and made public when legal, privacy, or governance issues arise.

Start **Simple**: delete all personal emails

TOP 10 emails to immediately delete when no longer needed:

- Meeting requests
- Meeting accepts and declines
- Automatic replies
- Internal communications
- Social media communications
- Supplier newsletters
- Notices from IITS and Facilities Management
- Discussion-list emails (shoptalk)
- Newsletters from professional associations
- Event invitations

The key to email management is: **DELETE**. Deleting messages frees up server space, which economizes energy.

TOP 5 documents to move from inbox to shared drive:

- Final Reports
- Meeting minutes
- Documents to be shared with colleagues
- Legal Opinions
- Grant applications

Keep in mind:

- Retention policies apply to all official emails.
- Email environments are not long-term retention areas for emails and attached documents.

To determine how long an official email should be retained, refer to the Concordia ***Records Classification and Retention Plan (RCRP)***, which states how long records must be kept and their final dispositions toward meeting legal, fiscal, administrative and historical values.

Contact RMA:

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