Is the record historical, documenting important decisions, policy changes, or projects?

- **Historical Email**
  - Drag email to “Historical” folder and send to Archives

- **Do you need to add this to a subject file for your own reference?**

  - **Routine Email**
    - Drag email to subject folder(s) and delete or export after 6 months.

  - **Scheduled Email**
    - Drag email to “Records” folder and file by RRDA and retention period

  - **Is it an official record, governed by a record schedule?** (rare, sent mail only, see explanation)

  - **Is the email of transitory value?** (setting meetings, informal dialog, memo-level information.)

    - **Transitory Email**
      - Delete when no longer needed.

    - **None of these**

  - **Likely Non-Record**
    - (personal, a copy, spam, ban, or a mass-mailing)
    - Delete Immediately