Am I Responsible for Keeping this Email?

Maybe! If you’re a government employee, start here and ask yourself some questions:

Is it a Public Record?

Yes → Were you the sender?

Yes → You are responsible for retaining the email.

No → Did you forward it to someone else because it was about their job duties, not yours?

No → File it in a folder that identifies its subject and Record Series.

Yes → Delete your copy when no longer useful.

No → It’s personal email.
   - It’s reference or advertising material.
   - It’s a copy; you were one of many recipients.