

Email Deletion Guidance for State of Indiana government employees

Please note that emails of Agency Authorizers, Deputy Directors, and Division Directors may need to be transferred to the Indiana Archives upon leaving State service or transfer to another State agency.

Email Deletion Tips

1. Identify emails that are *public records*. For guidance, please see:
 - a. Retaining Email Records flowchart (page 2 of this document).
 - b. [Email Quick Reference](#) guide.
2. Check all folders including, but not limited to, the Inbox and Sent Items folders.
3. Use your [Agency-specific retention schedule and the General Records Retention Schedule](#) to determine when emails are eligible for deletion.
 - a. Example: General Correspondence (GRADM-4 on the General Retention Schedule) can be destroyed after three (3) years. If the latest correspondence is from April 2020, then the records may be destroyed the first day of May 2023.
4. Delete any files and/or folders which are eligible. You do not need to submit a State Form 16: Records Disposition Notification if you are deleting email.
5. Empty the Deleted Items folder.

Types of Records:

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|--------------------|---|
| Public Records | Any piece of recorded information that is created or received by your office AND documents the activities of your office. |
| Transitory Records | Records that are required for only a short time AND your office does not need the records in order to meet legal or fiscal obligations, or to initiate, sustain, evaluate, or provide evidence of decision-making. If you are unsure if a record is transitory, please contact rmd@iara.in.gov . |
| Non-Records | Any piece of recorded information that is created or received by your office but does NOT document the activities of your office, OR that is a duplicate of information that is a public record. |
| Duplicate Records | Information that reproduces the exact content, in any format, of a record an agency is retaining under an approved retention schedule. These are considered non-records. |

Frequently Asked Questions:

Q: When can I delete my email?

A: Transitory, non-record and duplicate email may be deleted after it is no longer useful for business purposes.

Email that is a *public record* must not be deleted prior to the end of its record retention period. To calculate the date records are eligible for destruction, start with the date (month and year) of the most recent records in a container or folder, then add the period specified in the retention schedule. The disposition date will be the first day of the following month.

Q: Can email be stored in IARA's Records Center?

A: No. The Records Center only stores physical records. Electronic records are managed by agencies.

Q: What happens to my email after it is deleted?

A: Deleted email becomes unavailable to the user after the Deleted Items folder is emptied.

Q: Will my email go to the State Archives after I leave state government?

A: Depending on your role and responsibilities, your email may go to the State Archives after you leave State government, it may be retained in-agency for business use purposes, or a combination thereof. For a list of job codes with mailboxes that may fall under permanent archival retention please refer to [IARA Policy 22-01](#).

Am I Responsible for Keeping this Email?

Maybe! If you're a government employee, start here

and ask yourself some questions:

