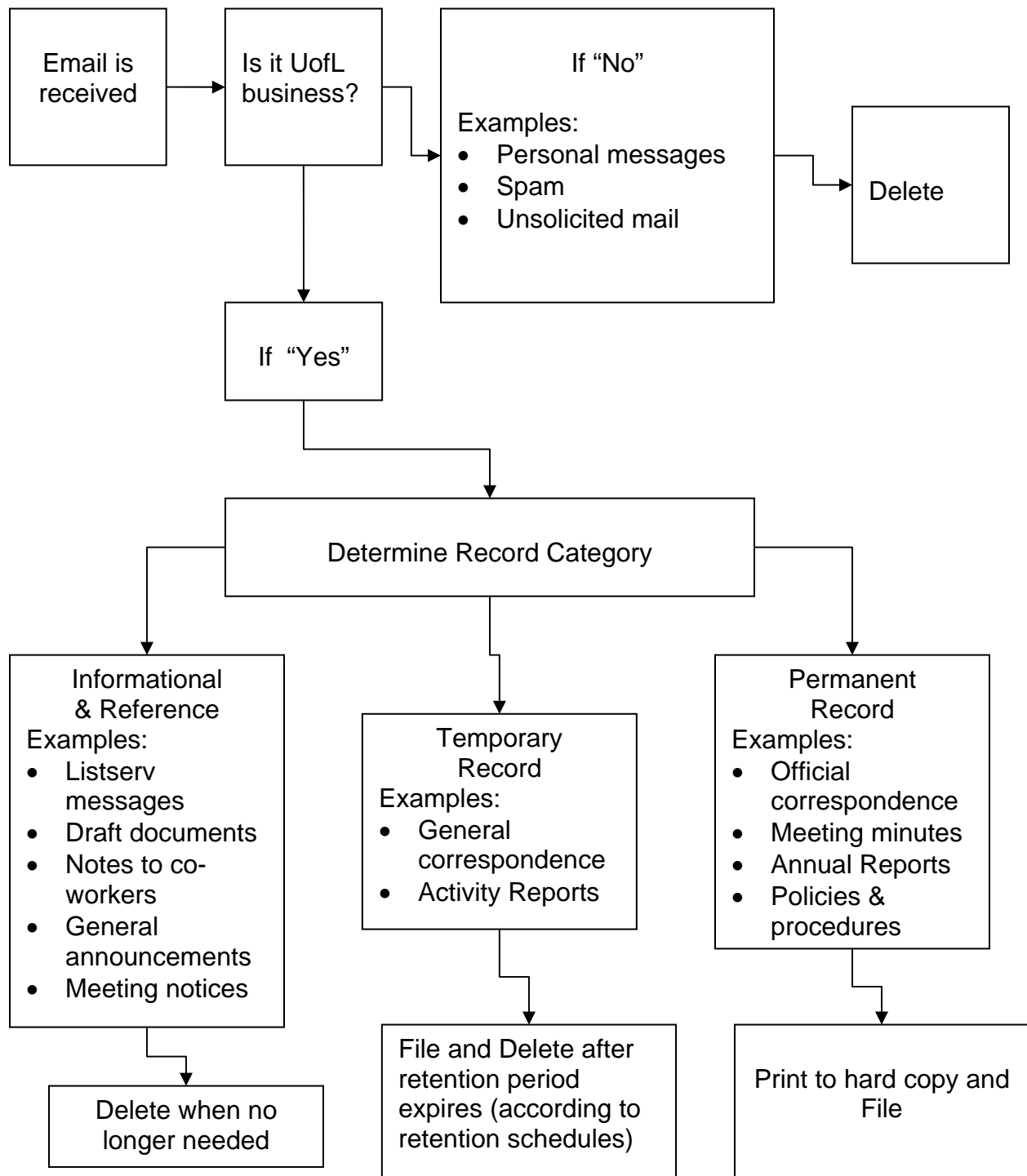


1. Decision Sequence for Determining Email Retention



2. Determining Responsibility for Retaining Email

Because email messages can be forwarded and routed to multiple addresses, copies of the message may exist in many areas of the university. **In most cases, the author, or originator, of the email message is responsible for maintaining the “record” copy.** However, in cases in which the recipient has altered the message (made changes, added attachments, etc.), or when the message is coming from outside the university (and therefore not documented anywhere within the university), the recipient is the one responsible for retaining the message.

The diagram below illustrates the decision making process:

