

King County Records Management

Email: Keep or Toss?

Tips on managing emails



File to Content Manager

- Emails documenting County business
- Messages requiring action
- Proof you took action/responded
- Documentation of financial transactions
- Public requests or complaints
- Important project or activity details



Keep in Outlook Temporarily

- Emails still needed to conduct current business
- Emails being used for active work
- Correspondence or files that may require additional input



Delete

- Thank you responses and FYI messages
- Personal emails from friends and family
- Unsolicited advertisements
- News updates received
- Accepted meeting notices
- Out-of-office replies



King County

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**RECORDS
MANAGEMENT**