



## Email Frequently Asked Questions

### ***Is Email a record?***

Email is a record. Messages that document substantive City functions, provide evidence of City business transactions, or are needed to provide information on actions related to City projects and activities are government records and must be retained and managed in compliance with the City's recordkeeping requirements.

### ***Isn't the records retention period for Email 45 days?***

No, this is an automatic purge policy for Email. Users have 45 days to determine if the Email message contains information that documents substantive City business. If the message is needed for City business users must take the appropriate actions to preserve those messages as per the retention requirements. Actions may include: printing it out, saving the message electronically in appropriate drive, or dragging and dropping message into the pre-set Mimosa-NearPoint policy folder(s).

### ***What Email should be retained?***

The following is a list of message content that may document substantive City business and should be retained according to its retention period.

- Messages documenting a City function
- Provide evidence of City business transactions
- Provide information on actions related to City projects and activities
- Document legal or audit issues

### ***What messages should not be retained?***

The following is a list of message content that do **not** need to be retained, and can be deleted as soon as they are no longer needed.

- Routine or non-policy messages
- Mass or broadcast Email messages
- Transitory memos or correspondence
- Lunch appointments, jokes, personal messages etc.

### ***How long can I view messages in Outlook?***

Messages are viewable in Microsoft Outlook for up to 45-days in the pre-set Mimosa-NearPoint policy folders, or other folders in the Outlook mailbox. After the 45-days, any emails placed in the pre-set policy folders can be viewed in Mimosa-NearPoint.

### ***What is Mimosa?***

Mimosa-NearPoint is a program that archives email for City employees. Mimosa-NearPoint scans email accounts nightly and automatically copies email from pre-set folders to the Archives. The system is commonly referred to as Mimosa, NearPoint or a combination of both. It is accessible via the folder in your Outlook Mailbox titled "Mimosa Archive".

### ***How do you save email in Mimosa?***

Mimosa copies your Outlook account every night and retains Email based on the retention policy set for that folder. Email must be moved into the pre-set folders (3 Yr Retention, 6 Yr Retention, etc) that have been distributed to you, prior to the 45-day deletion purge.

### ***Aren't my messages saved once they are in the Outlook cabinet?***

Messages that are moved from the inbox to Outlook folders are still subject to the 45-day deletion purge. In order to retain Email, you must move messages from your inbox to the pre-set Mimosa-NearPoint policy folders assigned to you prior to the 45-day deletion.

***What are these pre-set policy folders?***

The pre-set folders are assigned according to your division's functions and the retention periods for the records that document those functions. The City Records Management Program (CRMP) and a representative from your department developed the pre-set folders. If you believe you need a special folder, please contact the CRMP at 684-8154 for assistance.

***Can I re-name the pre-set policy folders?***

No, do **NOT** rename the folders. The Mimosa system will scan for these folders by name and if you re-name a folder, it will not retain the email properly. You can however, create any subfolders under the pre-set folders that you wish. The CRMP recommends you create sub-folders with the names of projects, issues, or terms that you specifically need.

***How long will my email message stay in the Mimosa?***

Your message will stay in the Mimosa system according to the retention policy assigned to the pre-set folder. Once an email is moved into the Mimosa Archive, it **CANNOT** be deleted until the retention policy is complete.

***Can I delete spam or unsolicited Email?***

Yes, you can delete Email that is unrelated to your work. Spam is the term for electronic junk mail and is comparable to the advertising mail you receive at home. Unsolicited Email refers to superfluous mail that may be somewhat business related, such as advertising from vendors. This could also include non-work related announcements from co-workers, news articles, newsletters from outside sources, etc. Messages that are completely unsolicited and unwanted can be deleted immediately. It is best that you delete this type of Email as soon as it is no longer needed instead of allowing the system to purge it at 45 days because it clutters your inbox, and makes it more difficult to manage the Email you need.

***Can I delete Email in Mimosa-NearPoint system?*** You **CANNOT** manually delete Email from the Mimosa-NearPoint system. The system will delete the Email according to the retention period of the folder that you have placed the Email. Retention periods are calculated based on the date of the email.

***Can I save my Email in the Word document, and how?***

CRMP does not recommend saving Email messages as a Word document due to the litigation issues regarding changing the format of the record. Messages that are saved in a Word format may be easily altered, which damages the integrity of the record. Instead, we recommend that you save Email as a PDF on a shared directory for multiple people access the messages.

***Isn't my Email private and not subject to public disclosure?***

People often treat Email communications more like a conversation than correspondence and imagine that Email is as private as a telephone conversation. City employees should always assume that what they write in Email is going to be seen by someone they may not want to see it (the newspaper, their boss, etc). Email messages may contain information that is subject to audit, public disclosure requests, and legal processes such as discovery and subpoena.

***I am leaving City employment, what should I do with all my Email?***

Mimosa-NearPoint will continue to hold your Email until its retention period has been met regardless of your employment status with the City.

***Who can I ask if I have additional Email questions regarding retention and management issues?***

The City Records Management Program can help you determine which retention periods apply to your Email, develop plans to organize Email, identify Email preservation strategies, and provide training on a variety of Email management topics. Contact the CRMP at 684-8154 for assistance.



For more tips on Email Management, please go to: <http://inweb/clerk/RecordsManagement/Resources.htm>

## 2.0 BOARDS, PANELS, COMMISSIONS, & COUNCILS

Item No.	Record Series Description	Location & Retention of Official Record Copy	Location & Retention of Secondary Copy	Archival Designation/ Comments	Disposal Authority Number
1	<b><u>Advisory Body Development Files</u></b> Contains records related to the development and operational history of advisory committees, commissions, boards, etc. May include by-laws, member listings, rules policies, and related records.	<b>All advisory bodies:</b> Retain until dissolution of advisory body		Potentially Archival	Historical Files of the Agency/ GS50-06F-02 Rev. 0
2	<b><u>Advisory Body Member Recruitment Files</u></b> Files document the process of selecting members of advisory bodies. May include recruitment notices, qualification summaries, resumes, applications, application review materials, appointment proposal or recommendation letters to management rejection letters and offer letters.	<b>All advisory bodies:</b> 3 years after selection of successful candidate			Recruitment Files/ GS50-04B-22 Rev. 0
3	<b><u>Advisory Body Reports Submitted to City Council/ Executive</u></b> Reports may include special studies, findings, progress, annual or year-end reports. City code may require board to file a report with City Council/ Executive.	<b>All advisory bodies:</b> 6 years after report submitted		Archival  File with City Clerk	Meetings and Hearings Meetings – Advisory GS2012-027 Rev. 0
4	<b><u>Annual Reports – Adopted</u></b> Annual reports adopted by City Council.	<b>City Clerk:</b> Permanent	<b>Other departments:</b> 5 years after end of calendar year	Archival  File with City Clerk	Annual Reports – Adopted/ GS50-05A-04 Rev. 1
5	<b><u>Appointments Confirmed by City Council</u></b> Position appointments by City Council of council members, commissioners, board members, department heads, etc.	<b>City Clerk:</b> Permanent	<b>Other departments:</b> 5 years after appointment confirmed.		Meetings – Governing/ Executive/ GS50-05A-13 Rev. 3
6	<b><u>Audio/ Visual Recordings of Governing Body Meetings</u></b> Audio/visual recordings of official meetings.	<b>DoIT – Seattle Channel</b> (for visual recordings): Transfer to SMA when no longer needed  <b>City Clerk</b> (for City Council audio): 6 years after end of calendar year  <b>Governing bodies other than City Council:</b> 6 years after end of calendar year		Archival	Meetings – Governing/ Executive/ GS50-05A-13 Rev. 3

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7	<p><b><u>Meetings – Governing/ Executive/ Advisory</u></b>  Records document meetings of the City’s governing bodies, executive management and advisory bodies. Includes:  All meetings regulated by the Open Public Meetings Action (RCW 42.30) such as regular and special meetings, public hearings, executive sessions, etc. May include meeting notices (affidavits of mailing, posting and publication), agendas and other meeting materials, speaker sign-up sheets, written testimony, advisory meeting recordings, minutes, indexes and other finding aids.</p>	<p><b>City Clerk</b> (for City Council Meetings):  6 years after end of calendar year</p> <p><b>All other bodies:</b>  6 years after end of calendar year</p>		Archival	Meetings – Governing/ Executive/ GS50-05A-13 Rev. 3
8	<p><b><u>Oaths of Office</u></b>  Required oaths signed by City Officials, whether elected or appointed, prior to taking office.</p>	<b>City Clerk:</b> Permanent	<b>Other departments:</b> End of term of office	Archival	Oaths Of Office – Filed or Recorded with County Auditor/ GS50-05A-15 Rev. 1
9	<p><b><u>Ordinances &amp; Resolutions</u></b>  Ordinances document the official legislative actions of the City Council and resolutions provide documentation of Council policy, formal opinion or statements of decision.</p>	<b>City Clerk:</b> Permanent	<b>Other departments:</b> Retain until reference purpose served	City Clerk records are archival	Ordinances and Resolutions – Approved/ GS50-05A-16 Rev. 1
10	<p><b><u>Proclamations</u></b>  Proclamations issued by City Council, or the Mayor, on behalf of the City, where not included in the City Council minutes or meeting packet.</p>	<b>Issuing office:</b> 6 years after issued		Archival	Proclamations / GS2011-168 Rev. 0