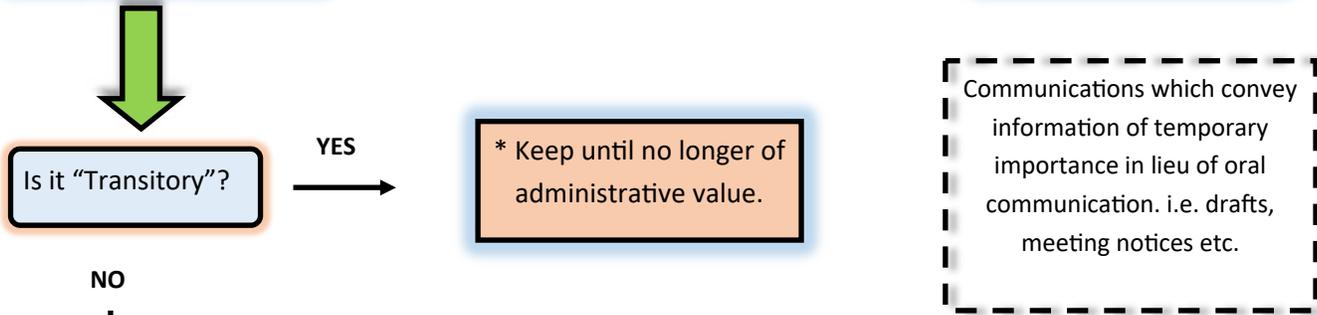
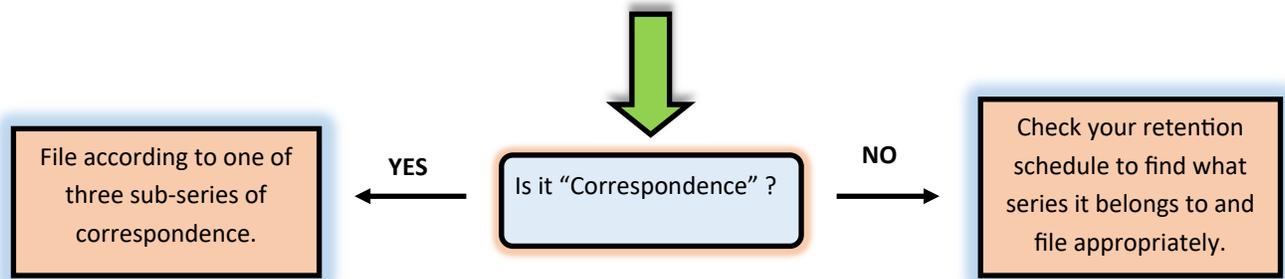


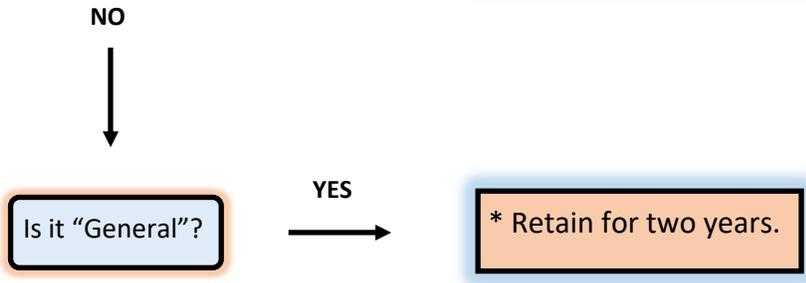


YES

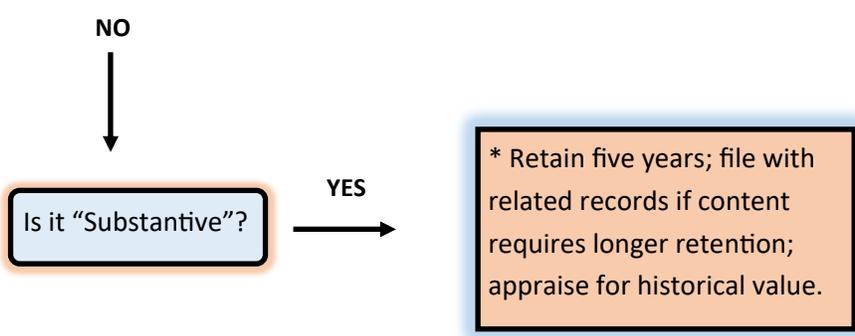
E-Mail is not a records series by itself and needs kept according to the content of the message. Most E-Mail messages may fall under a "Correspondence" records series.



Communications which convey information of temporary importance in lieu of oral communication. i.e. drafts, meeting notices etc.



Requests for information pertaining to interpretations and other miscellaneous inquiries; informative - does not attempt to influence policy.



Correspondence of the head and the executive staff of an agency dealing with significant aspects of the administration of the office. Includes information about policies, procedures, etc.

* Based on suggested retention periods. Your individual retention period may vary.