

# E-MAIL SUBCOMMITTEE REPORT TO THE ERC

---

## 14 SEPTEMBER 1999

1. While drafting the Ohio Electronic Records Policy, the Electronic Records Committee (ERC) became increasing aware of the need for more guidance on specific issues and technologies. Sub-committees were formed to address specific electronic records issues common to state agencies. The e-mail sub-committee was formed to create guidelines dealing with the retention and disposition of e-mail.
2. The charge to the e-mail sub-committee was to:
  - examine several different e-mail retention guidelines and to adopt or create e-mail retention guidelines by consensus.
  - define the relationship between e-mail use policy and e-mail retention guidelines
  - provide implementation strategies for e-mail retention guidelines
  - provide specific examples for scheduling e-mail
3. Carol Volle, Butler County Records Manager, consented to act as chair of the e-mail sub-committee, Jane Wildermuth, Local Government Records Archivist at the State Archives, agreed to act as administrative coordinator for this sub-committee. A list of sub-committee members is attached.
4. The e-mail sub-committee met four times in 1999.
  - January 19
  - February 4
  - March 4
  - April 27

Minutes of each meeting are attached. The sub-committee also used an alias e-mail configuration to communicate and review drafts of documents. The sub-committee wishes to thank Charlie Corbato for making this mechanism possible.

5. The e-mail sub-committee hereby submits the following guidelines [see Guidelines @ OhioERC's website] for the consideration and adoption by the Electronic Records Committee. General models for the retention of e-mail are included in the guidelines.