

Record Classification for Electronic Communications

Answering yes to any of the following questions indicates that an electronic communication is a record:

- Does the message approve or authorize actions?
- Does it signify a policy change or development?
- Does it commit your department or the organization to an arrangement such as hosting an event or program?
- Does it contain advice, provide guidance or constitute formal communications with people inside or outside the organization?
- Am I required to act upon it?
- Is it something I have used to make a work-related decision?

The retention period for electronic communications is based on the content of the message. If the content affirms that the message is a record then the communication is classified as either transactional, facilitative, or strategic.

Category 1: Transactional

- Document the general routine office activities
- Invitations, announcements, Kronos time reports, etc.
- Retention Period: 30 days or less

Category 2: Facilitative

- Document the College's obligations and activities
- Demonstrate compliance, and address issues governed by policies and procedures
- Minutes, agendas, reports, and other records created for operational purposes but which have no historical value
- Retention Period: 3 – 5 years

Category 3: Strategic

- Document the College's development, decision-making process, and cultural history
- Considered archival records
- Strategic plans, records that document leadership roles and decision-making processes
- Official minutes, agendas, final reports, bylaws, annual reports, and other historically significant records
- Retention Period: Permanent

