Email Cleanup: Start with ROT

ROT results from neglecting good records management practices. It is the accumulation of information that legally can and should be destroyed.

Redundant

It’s unnecessary duplicative information.

Obsolete

Information that is no longer needed because it has been superseded by updated information and has no legal or historical value.

Trivial

As the name implies, trivial information is simply not important. It doesn’t have any value or purpose for work responsibilities or recordkeeping. I’m looking at you, cat videos everywhere.