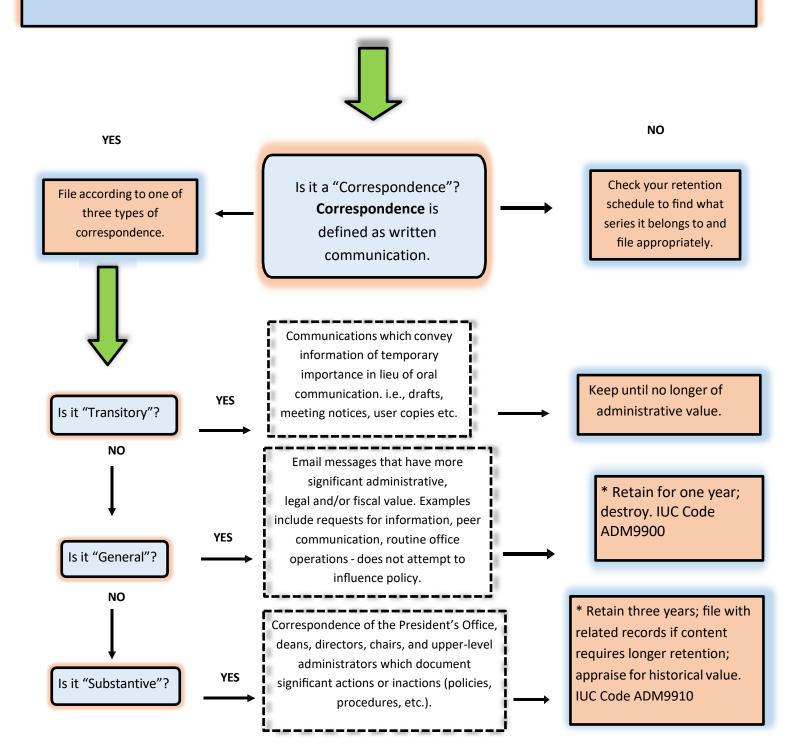
Reminder **University records** include all information, regardless of format (paper, electronic, etc.), created or received by a university office that document the functions, policies, procedures, decisions, operations, or other activities of the office.

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



<sup>\*</sup>Based off of the Flowchart Email Management by the Ohio History Connection, State Archives of Ohio