**Best Practices for Email Management**

**Delete it.** Can you find the info elsewhere? Delete!

**Delegate it.** Identify the most appropriate person to respond to the email, delegate, and delete it.

**Do it.** If it takes 2 minutes or less, then do it NOW! 30% of all email can be addressed this way.

**Defer it.** If it will take longer than 2 minutes, flag or color code for future reference.

**File it.** Create folders that apply to the functions of your office. Don’t clog up your inbox and sent mail!

**Find more tips:** finance.uw.edu/recmgt/email

**Quick Deletes**

Toss these types of records when you no longer need them:

- Drafts
- Automatically Generated Notices
- Routine Requests for Information
- Duplicates
- Canned Reports from MyFD
- Notices and Memos
- Published Reference Materials

**Tools to Keep Your Inbox Clean**

Don’t let your inbox fill up with **R.O.T.**

Outlook has tools to organize and manage your emails.

- Conversation View
- Flags
- Categories
- Search
- Quick Steps
- Rules and Alerts
- Clean Up
- Retention Policies

*R.O.T.* = Redundant, Obsolete, and Transitory

**Find more tips:** finance.uw.edu/recmgt/email

**5 Office Admin Records Worth Looking Up**

Use the following keywords on the University General Schedule Search to find retention for these records:

1. Statistics
2. Data Collection Form
3. Policies and Procedures
4. Planning and Project Files
5. Contracts and Agreements

**Search here:** finance.uw.edu/recmgt/gs/admin

Records Management Services

http://finance.uw.edu/recmgt/