CNS /Update Newsletter Feature

New Year's Resolution: Clean Out Old E-Mail

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New Year's Resolution: Clean Out Old E-Mail

It may be summer, but it's not too late to keep those New Year's Resolutions! How about the one you made to sort through those old e-mails? Have you thought about deleting things you're never going to use again and don't need to keep (according to public records laws)?

If we had a different president the last time you went through your e-mail folders, now's a good time to work on this chore. Cleaning out old e-mail is a good way to make it easier to find important information, and can save on storage costs.

Be sure to check the Florida Public Records Retention laws (see http://www.pr.ufl.edu/email.htm) as to what you need to keep and what's safe to pitch. For more information on records retention, contact Dennis Kozak of the UF Records Management Office at (352) 392-4180, or via e-mail at dkozak@aa.ufl.edu.

Your Comments are Welcome

We welcome your comments and suggestions on this and all UFIT documentation. Please send your comments to:

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