

EMAIL MANAGEMENT FORUM

Sponsored by: Archives and Records Management Services and the Office of the Provost

Speakers and Panel Members:

- Eden Inoway-Ronnie - *Executive Assistant to the Provost*
- John Dowling - *Sr. University Legal Counsel*
- Nancy Kunde - *University Records Officer*
- Pat Brennan - *Technical Services Consultant (DoIT)*
- Jerry Lange – *Director, Internal Audit*
- Jim Lowe - *Chief Information Security Officer (DoIT)*

Forum Description

This campus forum on email management will provide an overview of current email management issues within the University including: legal issues; recordkeeping requirements and assessing the value of email messages; DoIT email policies and practices; and practical guidance on organizing and classifying email. Following the formal presentations, there will be a panel discussion during which the audience will be invited to ask questions and discuss specific concerns about email management.

Introduction — Eden Inoway-Ronnie, *Office of the Provost*

It Can Happen to You—Email, Public Records, and You — John Dowling

- Overview of public records law and implications for email retention and disposition.
- Examples of recent campus cases requiring email as evidence, open records requests involving email.
- The challenges and costs associated with responding to open records requests.
- What happens when you receive a request for email—how should you respond, what are you required to do.
- Appropriate use.

What You Can Do Right Now to Manage Your Email — Nancy Kunde

- Recordkeeping requirements—what is required.
- How to respond when you have been advised your email box is full and or overflowing.
- Assessing your email messages—what is a record, what is not, what do I have to retain.
- Tips to managing email—foldering/naming schemas, making use of your email client.
- Implementing retention schedules.
- Determining a strategy for email.

DoIT - WiscMail — Pat Brennan

- Overview of WiscMail policies.
- Back up, security.
- Making use of the technology to manage email.

Panel Discussion