

EVALUATION AND SURVEY FORM

May 16, 2006

EMAIL MANAGEMENT FORUM

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

Forum Evaluation

Scores: 4 = Excellent; 3 = Good; 2 = Fair; 1 = Need Improvement

Was the forum and information presented what you expected?	4	3	2	1	n/a
Were the presentations helpful?	4	3	2	1	n/a
Was the panel discussion helpful?	4	3	2	1	n/a
Were the handouts helpful?	4	3	2	1	n/a
If you wanted to, did you feel you were able to contribute?	4	3	2	1	n/a
Were the facilities adequate?	4	3	2	1	n/a
What did you like best?					
What could we have done better?					

Email & You

Our intent is to use the evaluation/survey information so that we can develop a web portal dealing with email management and the University. This resource will benefit the entire campus and your cooperation will make it a success.

Do you have an internal email retention policy/plan?

Yes No

IF yes, please tell us what it is (e.g., 30 days; delete; size limits, etc.)?

Do you presently have a classification/folder structure for email? Yes No

IF yes, would you be willing to be contacted for a follow-up interview to share it?

Yes No

How are you presently storing your email?

With a Client Central Server Other (explain): _____

Do you know how is your email backed up?

Yes (how?) _____ No

Please indicate your position:

Academic Staff Faculty Classified Staff Other (explain): _____

What is your Position and School / Department:

If you indicated that you would be willing to share information with us, please provide your contact information:

(email and/or phone) _____

Please leave this form on the table or send it via campus mail to: Keith Chevalier, Archives, B134F Memorial Library

Please feel free to make any additional comments on the back of this form.