

**How Long Do I Keep Email?**  
General Guidance for Texas State Agencies and Local Governments

	Local Governments	State Agencies	Examples
<b>Policy and program development correspondence</b>	4 years per GR 1000-26a	4 years per RRS 1.1.007 and requires archival review	- Human Resources Officer and executive staff discussion of amending time off policy - RMO, Emergency Management Officer, and IT department correspondence re: developing a disaster plan for records
<b>General email sent or received in the normal conduct of business</b>	2 years per GR 1000-26b	2 years per RRS 1.1.008	- RMO emails TSLAC analyst about corrections to a retention schedule
<b>Transitory correspondence – temporary usefulness</b>	AV (As long as administratively valuable) per GR 1000-26c	AC (As soon as the purpose of the record has been fulfilled) per RRS 1.1.057	- Meeting reminder - Letter of transmittal - Telephone message notification
<b>Supervision records</b>	See <a href="#">Part 3 of Local Schedule GR</a>	See <a href="#">Category 3 of the RRS</a>	- Request for time off - Grievance - Employment application
<b>Public Information Requests</b>	<i>Not Exempted (Fulfilled):</i> Date request for records fulfilled + 1 year per GR 1000-34a  <i>Exempted:</i> Date of notification that records requested are exempt from disclosure + 2 years per GR1000-34b	<i>Not Exempted (Fulfilled):</i> 1 year after request fulfilled per RRS 1.1.020  <i>Exempted:</i> 2 years after notification that records are exempt per RRS 1.1.021	
<b>Complaints</b>	2 years after the resolution of the complaint per GR 1000-24	2 years after the resolution of the complaint per RRS 1.1.006	
<b>Emails unique to your agency or type of organization</b>	Consult your records retention schedule and the appropriate <a href="#">TSLAC Local Schedule</a> for your organization	Consult your records retention schedule.	- Appraisal district’s tax correspondence - Letter of recommendation for a college applicant - Police department or attorney case file