

Managing Electronic Records for Local Governments

Email Exercise

Background: You are the Human Resources officer for a small local government. You have received the following emails and you need to decide whether to keep, forward, or delete them.

Email 1:

From: MR SULEMAN BELLO
Sent: Thursday, September 18, 2014 9:26 AM
To: HR
Subject: MR SULEMAN BELLO

Subject : MR SULEMAN BELLO

FROM THE OFFICE MR SULEMAN BELLO
AFRICAN DEVELOPMENT BANK (ADB).
OUAGADOUGOU BURKINA FASO.
WEST AFRICA.

TRANSFER OF (\$ 25,200.000.00) TWENTY FIVE MILLION, TWO HUNDREN THOUSAND DOLLARS.

I AM SULEMAN BELLO, THE AUDITOR GENERAL OF AFRICAN DEVELOPMENT BANK HERE IN BURKINA FASO. DURING THE COURSE OF OUR AUDITING, I DISCOVERED A FLOATING FUND IN AN ACCOUNT OPENED IN THE BANK BY MR JOHN KOROVO AND AFTER GOING THROUGH SOME OLD FILES IN THE RECORDS I DISCOVERED THAT THE OWNER OF THE ACCOUNT DIED IN THE (BEIRUT-BOUND CHARTER JET) PLANE CRASH ON THE 25TH DECEMBER 2003 IN COTONOU (REPUBLIC OF BENIN).

AND NOBODY HAS OPERATED ON THIS ACCOUNT AGAIN, THE OWNER OF THIS ACCOUNT IS MR JOHN KOROVO A FOREIGNER, AND A TRADER WHO TRADE ON GOLD AND MINING, HE DIED, SINCE 2003 AND NO OTHER PERSON KNOWS ABOUT THIS ACCOUNT OR ANY THING CONCERNING IT, THE ACCOUNT HAS NO OTHER BENEFICIARY AND MY INVESTIGATION PROVED TO ME AS WELL THAT MR JOHN KOROVO DIE ALONG WITH HIS TIRED FAMILY. THE AMOUNT INVOLVED IS (USD 25.2 M) TWENTY-FIVE MILLION, TWO HUNDRED THOUSAND UNITED STATES DOLLARS ONLY

I NEED YOUR STRONG ASSURANCE THAT YOU WILL NEVER, NEVER CHEAT ME AS SOON AS THIS FUND HIT INTO YOUR ACCOUNT. WITH MY INFLUENCE AND THE POSITION OF THE BANK OFFICIAL WE CAN TRANSFER THIS MONEY TO ANY FOREIGNER'S RELIABLE ACCOUNT WHICH YOU CAN PROVIDE WITH ASSURANCE THAT THIS MONEY WILL BE INTACT PENDING OUR PHYSICAL ARRIVAL IN YOUR COUNTRY FOR SHARING. THE BANK OFFICIAL WILL PROVE ALL DOCUMENTS OF TRANSACTION IMMEDIATELY FOR YOU TO RECEIVE THIS FUND LEAVING NO TRACE TO ANY PLACE AND TO BUILD CONFIDENCE.

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ON THE CONCLUSION OF THIS TRANSACTION YOU WILL BE ENTITLED TO 30% OF THE TOTAL SUM AS GRATIFICATION, WHILE 10% WILL BE SET ASIDE TO TAKE CARE OF THE EXPENSES THAT MAY ARISE DURING THE TIME OF TRANSFER AND ALSO TELEPHONE BILLS, WHILE 60% WILL BE FOR ME.

SO ON THE INDICATION OF YOUR WILLINGNESS I WANT YOU TO FORWARD TO ME YOUR :FULL NAME: SEX: COMPANY: IF ANY FULL CONTACT ADDRESS: PHONE: CELL: FAX: CITY: STATE: ZIP CODE COUNTRY: OCCUPATION AND ALL THE NECESSARY INFORMATION WILL BE SENT TO YOU ON THE ACCEPTANCE TO CHAMPION THIS TRANSACTION WITH ME.

THANKS
YOURS TRULY
SULEMAN BELLO

Email 2:

From: General Public
Sent: Wednesday, October 1, 2014
To: HR
Subject: Public Information Request

Hello,

Under the Public Information Act I hereby request a copy of your records retention schedule as well as all records documenting the destruction of records between October 1, 2013 and September 30, 2014.

Sincerely,
General Public

Email 3:

From: Employee #2435
Sent: Thursday, October 13, 2014 3:45 PM
To: HR
Subject: Adding a dependent

Hey HR,

Ms. #2435 is expecting a little one. How do I go about adding a dependent to my insurance?

Thanks,

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Employee #2435

Email 4:

From: Boss
Sent: Thursday, January 9, 2015 2:35 PM
To: Facilities
CC: HR
Subject: Weekend access

Facilities,

Employee #2435 has asked to pick up some extra hours. I have authorized him to come in over the weekend. Please allow him access to the building.

-Boss

Email 5:

From: Boss
Sent: Monday, January 12, 2015 8:00 AM
To: HR
Subject: Weekend access

HR,

Employee #2435 worked extra over the weekend. Please make sure his timesheet is accurate for the week.

-Boss