**Email Best Practice for Government Executives (example)**

* **Do not forward county email to personal email accounts, doing so makes your personal email account FOIAble**
* **Deleting emails from your county email account does not delete them from the system archive.**
* **Board Chairman emails (incoming and outgoing) are archived forever**
* **Board member emails are archived for three years**
* **SPAM, Ransomware and Malware laden emails can be reduced by eliminating posting of emails in clear text; the use of forms is recommended and is utilized by other jurisdictions in the region for board member contact.**
* **Social media content such as Yammer and other government sponsored sites are subject to FOIA and the same retention guidelines as email.**
* **Do not mix business and personal e‐mail. When e‐mail contains both personal and business discussion, the e‐mail must be treated as a public record**