

# State Archives of Ohio presents:

## Concepts in Records Management: Managing your Inbox

Business is conducted on a variety of communication platforms and email is the most pervasive. Email communications needs to be properly managed under the Ohio Public Records Law just like their paper counterparts. In this webinar we address questions like: Where should you be storing your emails? When can you legally dispose of an email? Are you able to quickly and efficiently retrieve your email in the event of a public records request?

Key concepts will include:

- Pertinent Definitions and Ohio Revised Code
- Storing email effectively
- Should you schedule email on a RC-2?
- Determining Retention Periods

Cost: \$20

For more information, please contact [localrecs@ohiohistory.org](mailto:localrecs@ohiohistory.org) or 614.297.2553.