

SAVING EMAIL ON YOUR HARD DRIVE

Get Prepared

Create a folder that is located on your hard drive (C: drive).

- Go to My Computer and double click the C: drive icon to open the C: drive
- Browse to the desired location (be sure to remember how to get to this folder)
- Click on “Make a new folder” or right click and select New > Folder.
- Type in the desired folder name (see suggestions below)

Example: 08-09 Correspondence
 08-09 Budget Information
 08-09 Employee Discipline
 08-09 Corrections to Payroll

Helpful Suggestion:

The name of the folder should be descriptive. An easy way to organize saved email or documents, is by year and content/subject matter. That way, once the retention period has been reached, the applicable folder and/or its contents can easily be deleted.

Different Ways to Save/Copy a Message

One way is to:

- Open the folder that we created above and Outlook
- Minimize the screens so you can see both screens at the same time.
- Left click on the email you wish to save and, while holding the left mouse button down, drag the email to the folder, then let go of the left mouse button so that the email is dropped into the desired folder. This method is called “Drag and Drop”.
- You may copy multiple messages at the same time using this method

Another way to save an email message is to:

- In Outlook, select the message you’d like to save
- Go to File > Save As
- Browse to the desired folder (here you can change the name if you’d like)
- Make sure the file type is “Outlook Message Format (*.msg)”
- Click Save
- This method is best for saving individual messages

Please note that the message/s will not be moved or disappear from your mailbox. The message is simply copied to the folder so that you have it as a back-up or for later reference.

An Email’s retention period depends on its Contents/Subject Matter.

For example: Correspondence – *3 fiscal years*
Supporting budget documents – *5 fiscal years*
Employee discipline – *5 calendar years after final action has taken place*
Payroll – *3 calendar years provided audit has been satisfied*

Retention Schedules are provided by the [Department of State, Division of Library and Information Services, Bureau of Archives and Records Management](#). You are responsible for saving messages and/or documents according to the retention schedules.

The State Archives of Florida web site is <http://dlis.dos.state.fl.us/barm/index.html>.

If you have any questions concerning records retention you may contact the **Records Management Specialist at 863-519-8721**.