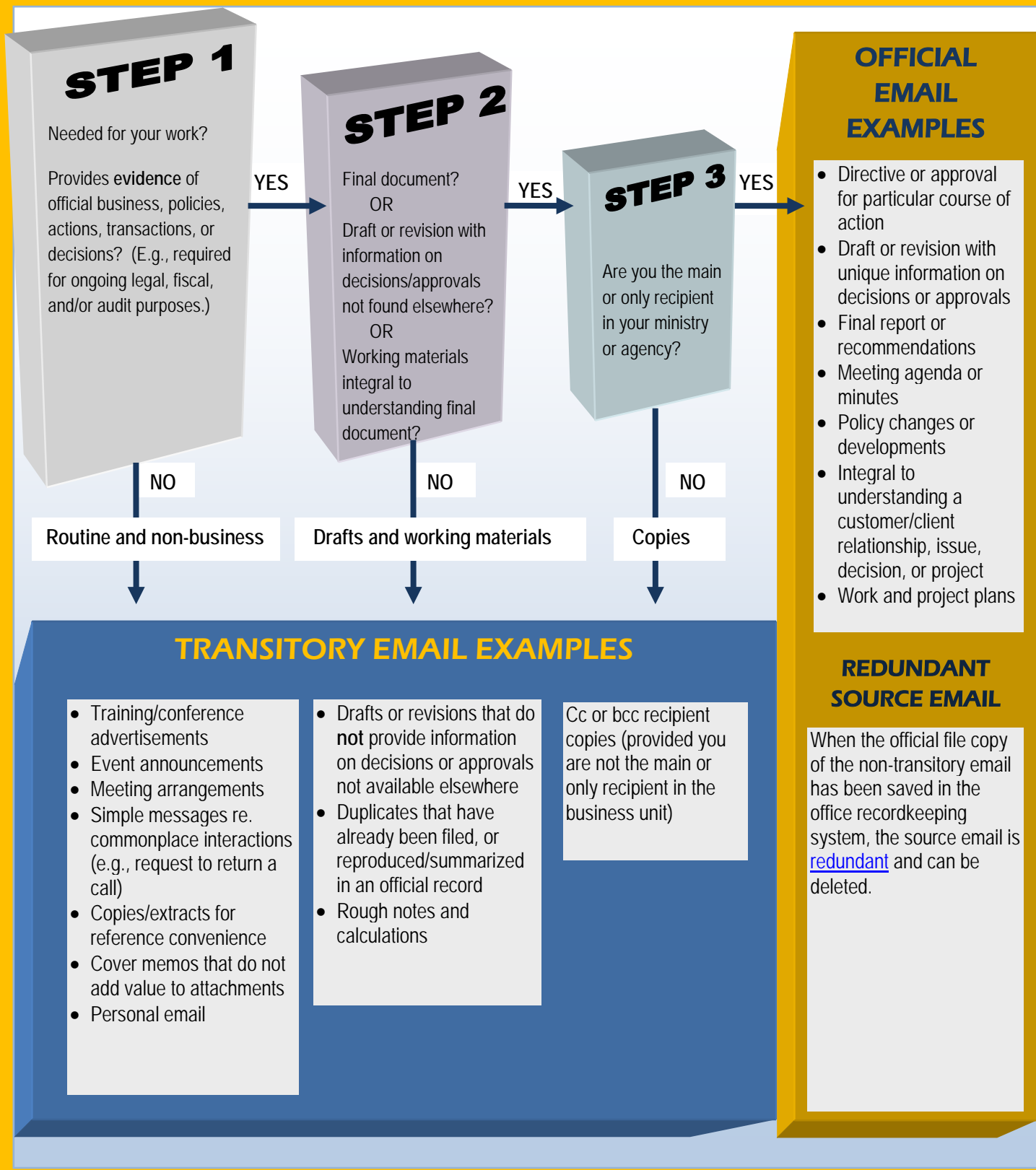


## Email Decision Diagram – Keep or Destroy?



**Additional Information:** Contact your [Records Officer](#) or check out the Records Management website – see especially the *Transitory Records Guide*.