



Records on Personal Devices

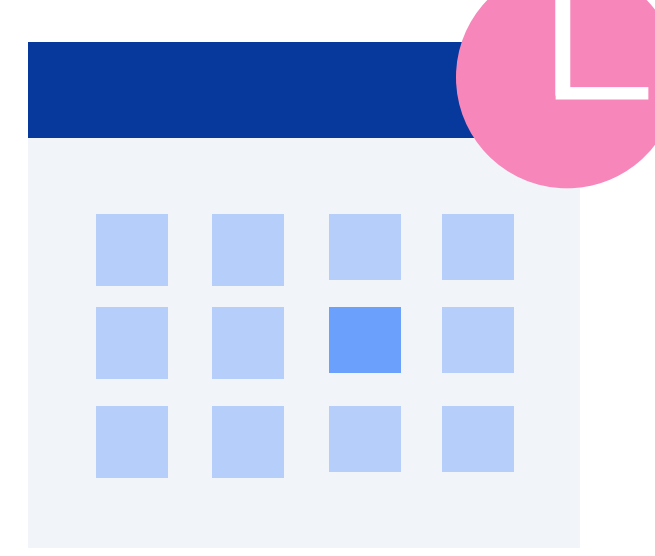
1



Records on personal devices are still government records

Text messages, emails, messaging apps... a government record is still a record no matter where it's located.

2



Records follow retention schedules

Employees can't just delete a record when they want to, even if it's on their personal device.

3



You are responsible for records

You and your employee are both responsible for maintaining the records, although you as the boss are ultimately accountable.

4



Follow all records policies and laws

Be familiar with all policies about records, data, and security, such as those from the Division of Technology Services and specific policies from your agency.

5



Make it official

Have employees sign a form saying they'll maintain records according to GRAMA and approved retention schedules (see below), and that they understand their personal account/device may need to be confiscated for investigation. See bit.ly/3POWPEH for a sample agreement.

Transitory correspondence = go ahead and delete
Administrative correspondence = retain 7 years

