

Examples of non-record messages include:

Personal correspondence, such as, "Do you want to ride with me to the IASB workshop?"

Publications or promotional material from vendors or IASB.

Political messages or ones containing campaign strategy.

Messages mentioning public business in passing or in a nonsubstantive way.

Personal correspondence concerning community activities or children.

Non-record

### Official Record Messages

Email that qualifies under FOIA as a *public record* will need to be stored only if it is evidence of the District's organization, function, policies, procedures, or activities or contains informational data appropriate for preservation (Local Records Act, 50 ILCS 205/). An example is any email from a Board officer concerning a decision made in his or her capacity as an officer. If a Board member uses his or her personal email, he or she must copy this type of email, herein called *official record messages*, to the appropriate District office where it will be stored on the Board member's behalf. If made available, Board members should use their email accounts provided by the District and the District will automatically store the official record messages. The District will delete these official record messages as provided in an applicable, approved retention schedule.