



Gone But Not Forgotten

Delete doesn't mean disappear.

Did you know that the Postal Service stores your emails even when you delete them from your inbox? They're retained for quite some time and could contain information requested under the Freedom of Information Act or in another legal proceeding. It takes a lot of resources to review messages and determine whether to disclose them.

Every time you create an email, make sure there's a business reason for sending it. Don't mix personal information with business information and try to keep email chains limited to one subject. And, you could always try a good old fashioned phone call.

Exercising good email etiquette helps the Postal Service respond to its information disclosure obligations.

And that's smart business.