



SOCIAL MEDIA & RECORDS MANAGEMENT

1

ARE THESE POSTS PUBLIC RECORD?

If posts are made or received in connection with the transaction of the agency's public business, then they are public records and need to be retained for their full retention period.

2

WHEN ARE THEY COPIES OR NON-RECORDS?

3

HOW LONG SHOULD THEY BE RETAINED?

4

HOW SHOULD THEY BE RETAINED?

5

WHEN IS USING SOCIAL MEDIA FOR RECORDS APPROPRIATE?
