



**STATE OF NORTH CAROLINA
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**BEVERLY EAVES PERDUE
GOVERNOR**

**LINDA D. COLEMAN
STATE PERSONNEL DIRECTOR**

October 6, 2009

Memorandum

To: Cabinet HR Directors
From: Linda D. Coleman *LDC*
State Personnel Director
Re: E-mail Retention Tutorial

At our recent Roundtable meeting, Kelly Eubank from the Department of Cultural Resources (DCR) provided an overview of Cabinet agencies' responsibilities related to Executive Order 18, E-Mail Retention and Archiving Policy. A key component of the order is the requirement that the DCR provide Executive Branch employees with mandatory online training for managing e-mail as public records. DCR also will conduct random audits of State agencies to ensure that all employees with e-mail accounts are completing the on-line training.

Effective October 1, each Cabinet agency shall make completion of this on-line tutorial part of the new employee orientation process. New employees have thirty days from the date of the orientation session to complete the course and submit a paper copy of the certificate of completion to their agency HR office, where it will be kept on file. Current employees should complete the tutorial by October 1, 2010; they also should send a copy of the completion certificate to the HR office.

The tutorial link is http://www.records.ncdcr.gov/tutorial_email_20090910/index.html. Please make this requirement part of your agency's new employee orientation program and establish a process for current employees to take the tutorial and document completion.

If you have questions about the tutorial's content or need other technical assistance, contact the Government Records Branch at records@ncdcr.gov. The telephone number is 919-807-7350.

Thank you for your cooperation.

LDC/AGC/asm
cc: Will Polk, Deputy General Counsel
Kelly Eubank, Electronic Records Unit Head