

PROCEDURES FOR LOCATING EMAILS

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The procedures you use for locating e-mail messages depends upon your filing system.

You can search email just the way that you search paper files, only the computer will do the search for you.

REMEMBER: This procedure must be repeated for every computer where email messages are sent to or received. Therefore a request to the “Board of County Commissioners” would require the procedure to be repeated at the computer used by each commissioner, and, perhaps, at the computer of the Clerk of the Board.

REMEMBER: If you move emails into folders, you will need to repeat this procedure for each folder that may have responsive emails. Most requests will require a search of the “Inbox” and “Sent Items” folders.

Step 1: Open Microsoft Outlook.

Step 2: In the folder list on the left side, create a new folder for this records request.

Practice Tip: Use a name and date that makes sense. I suggest the last name of requester and date. E.g., “Eglick091403” is the request from Peter Eglick dated September 14, 2003.

Step 3: Go to the “Inbox” folder (click on “Inbox”).

Step 2: Left click on the “FIND” feature on the tool bar. When you, do that dialog box will open in space below.

Step 3: In the dialog box, type the word that you expect to find in the message that is likely to be used uniquely for the request. Requests regarding topics involving individuals are easy because you can simply use the name of the subject. Requests involving more generic topics may turn up more documents that are not responsive to the request.

Practice Tip: We received a request for all emails concerning the use of the Lafarge Gravel Pit Property for the purpose of landing barges. To search for emails, we did separate searches for “Barge” “Gravel” and LaFarge”. Note, unlike

Westlaw, you cannot ask for complicated searches looking for combinations of words. Just look for one word at a time.

Then click “Find Now.” The computer will then search for your files.

- Step 4: After the program has searched for and identified the emails, you have couple of choices. First, select all files, by holding the shift key, left click at the top and bottom of the list. Next right click and a dialog box will appear. Select your choice. Either print out these documents or move them to the folder established in Step 2. (Unfortunately, “Copy” is not a choice.)
- Step 5: Print out all email
- Step 6: Examine the email for exemptions and information which may not be disclosed.
- Step 7: Write out the steps taken to locate the files, being specific as to the words and files searched.