

## *A message from Emily Keeper*

Just a few more days for you to review your emails seven (7) years and older. All emails that you wish to preserve must be moved to the retain folder or else they will be deleted. You can create a folder structure within your retain box to preserve your messages. If you already have a folder structure please make sure you move it into the retain folder. If you have any questions, please call Linda Mendenhall, Records Administrator at X1222.

Thank You!  
*Toodle-oo!*

*Emily*

