

## How to request an email search.

If this is a **Public Records Request** that is originating from outside ACBOCC the request should be directed to the Alachua County Records Retention Officer, Rachel Yoho, via the email address 'Public Records Request' [publicrecordsrequest@alachuacounty.us](mailto:publicrecordsrequest@alachuacounty.us).

Messages requested can be presented to Alachua County Employees by two different methods.

1. A file that can be opened by Outlook with the requested records in it. The messages in this file can be manipulated. (forward delete print) and the file can be sent to others (You should not send to the public, see the statement above.)
2. By access to messages through the Barracuda Message Archiver. This method may be used by someone that needs access to all the mail sent and received by someone who has retired or otherwise left the county. This is read or forward only. (after forwarding you can print)

To produce a good query (unless you want EVERYTHING for one person) the following information is useful.

1. Who the messages are too and/or from (actual email addresses are very helpful) This may be individuals or domains (This is the right side of an email address such as @si.edu for any messages to/from the Smithsonian Institute)
2. Key words or phrases that the message must or can contain (These need to be relatively unique, Too vague gets too many results, but TOO unique may get too few.)

The two conditions above can be used in two different manners. OR conditions or AND conditions.  
OR conditions INCREASE the number of messages that will be produced  
AND conditions DECREASE the number of messages that will be produced  
(IE: red OR green could have either color compared to red AND green must have both colors)

3. A date range (Such as... messages on or after March 3, 2011 and on or before August 17, 2011)