

## University Community (faculty, staff and students)

### **Electronic Mail Retention Policy**

Electronic mail (e-mail) here is defined as any message sent or received through or stored on the university's central ITS e-mail servers. Such e-mail may include, but is not limited to, correspondence and attachments, calendar schedules, and forms transmitted electronically.

- (1) The university will retain electronic mail and attachments in inboxes, folders, and outboxes on its central ITS e-mail servers for one year after e-mails have been received or sent.
- (2) All electronic mail and attachments remaining on central ITS e-mail servers longer than one year will be automatically and permanently deleted.
- (3) Individuals have the right to save copies of e-mail and attachments before the one year period expires by transferring them to other electronic environments and media and by copying them on paper.

Originators and recipients of e-mail are responsible for identifying and saving documents that must be retained in order to comply with Federal, state, or local laws, university policies or directives, or for other reasons.

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