

Email Retention Information as of September 1st, 2011

Emails are subject to the same legal retention requirements as all other forms of district documents and communications. Originators and recipients of email are responsible for identifying and saving emails and attachments that must be retained in order to comply with federal, state, or local laws, district policies or directives, or for other reasons. For more information on district records, [see AR 3580 available on the district website](#). If you have questions concerning the types of messages you need to retain, please contact your site administrator or supervisor.

With the above in mind, note that the district email system automatically deletes messages and other content (i.e. attachments) from specific folders when they exceed a certain age as follows:

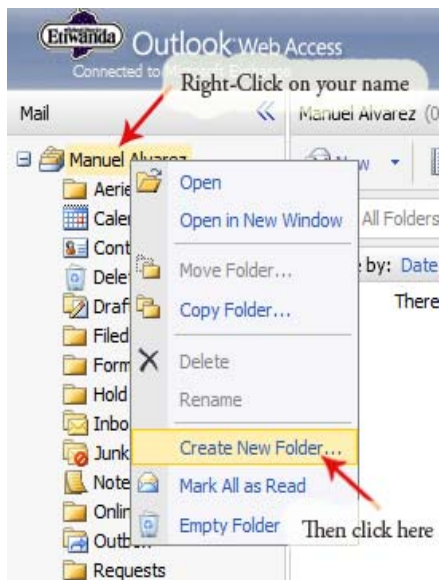
- a. Calendar - 3 years
- b. **Inbox - 1 year**
- c. Deleted Items - 3 months (90 days)
- d. Sent Items - 3 months (90 days)
- e. Tasks - 3 years

All other folders not listed above that are not subfolders of the above (including employee-created folders) are retained in the district email system indefinitely (at least 5 years). Please note that archived messages stored outside of the mail system are not subject to automatic deletion.

Individuals have the responsibility of saving email and attachments recognized to be district records before the retention period expires by moving messages out of the above folders (items a – e), transferring the records to other electronic environments, or by copying/printing on paper.

How can I ensure that messages I need to keep are not deleted automatically?

Messages that are not stored in your inbox, deleted items, sent items, tasks and calendar are retained indefinitely, therefore it is recommended that you create one or more custom folders to store messages you need to retain. With your email open, right-click on your name and then select "Create New Folder..." (See screenshot below):



You may create as many folders as you need and name them however you prefer. **It is important that any folders you create or that previously existed are NOT subfolders of your inbox**, as these would then be subject to automatic deletion. If you have any such folders with messages you need to retain, please move the folder out of your inbox. To move a folder, right-click on the folder and select "move" (or you can simply drag-and-drop – hold down the Ctrl key to select multiple folders or messages to move). Please see the screen shot below for further clarification:

