

DEPAUL UNIVERSITY



Email Retention

Category: Operations

Responsible Department: Information Services

Responsible Officer: Vice President of Information Services

Effective Date: 08/24/2015

Policy Summary

This policy sets conditions for the archiving and deletion of e-mail on DePaul's employee e-mail system. By eliminating older messages, the University is better able to manage storage space and ensure emails are not kept past the desired retention dates.

Scope

This policy affects the following groups of the University:

- Entire University Community

The following individuals are required to be familiar with this policy: Entire University Community

Policy

Because of the large volume of e-mail received by DePaul, there is a limit on how long messages will be stored. These limits are based on the type of account, and can be amended for resource accounts.

For all regular (i.e. non-resource) Exchange accounts, any e-mail that is older than 18 months is automatically removed from the user's primary mailbox, and moved into the Exchange online archive. Items in the online archive are kept indefinitely.

For Exchange resource accounts, the default settings are that any e-mail older than 90 days is automatically removed from the user's primary mailbox. Resource accounts are email accounts that can be used for teams, projects, departments, or other special needs. Whereas standard employee email accounts are based on individual usernames like `jsmith1@depaul.edu`, resource accounts can be customized depending on their purpose (`department@depaul.edu`, `program@depaul.edu`, or `event@depaul.edu`). Resource account owners can request that the settings be adjusted to have items moved into an Exchange online archive. Depending on the optional settings for resource accounts, items will be stored in the Exchange online archive box for 18 months or indefinitely.

The only exceptions to this are for any items in the Deleted folder, which are removed after 90 days.

E-mail can be preserved beyond these time limits by manually archiving your emails to an archive folder. For information on the archive feature and set-up procedures, please contact the Technology Contact Center at (312) 362-8765.

Procedures

None.

Divisional Collaborations

None.

Contact Information

Faculty and Staff with questions about the deletion of their e-mail are encouraged to contact Information Services at (312) 362-8765.

Appendices

None.

History/Revisions

Origination Date: 05/01/2013

Last Amended Date: 08/24/2015

Next Review Date: N/A