
LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURES

TITLE: E-MAIL RETENTION

NUMBER: 2-17

REFERENCE:

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I. BACKGROUND

Lake-Sumter State College Information Technologies Department maintains all voice, data and networking infrastructure at LSSC. It is important that the College control the exponential growth of e-mail and the direct impact it has on storage, backup requirements and other maintenance duties within the IT Department.

II. PROCEDURE: ELECTRONIC MAIL RETENTION

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

- a. The College will retain electronic mail and attachments in inboxes, folders, and outboxes on its IT e-mail servers for three years after e-mails have been received or sent.
- b. All electronic mail and attachments remaining on the IT e-mail servers longer than three years will be automatically and permanently deleted.
- c. Individuals have the right to save copies of e-mail and attachments before the three year period expires by transferring them to other electronic environments and media and by copying them on to 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, College policies or directives, or for other reasons.

III. GUIDELINES

The Chief Information Officer (CIO) is the department head of the Information Technology Department. If the CIO is unavailable the following staff may act as his proxy in the following priority order:

- a. Database Administrator;
- b. Coordinator, Network Communications Manager;
- c. Coordinator, Network Technician

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