

NAME: **EMAIL RETENTION POLICY**
ISSUING DEPARTMENT Campus Technologies
ISSUED DATE: March 2007
REVIEWED DATE:
APPROVING AUTHORITY:
DATE REVISED: February 2009

DEFINITION OF POLICY/PROCEDURE

The email system is an official means of communication.

The Mansfield University email system is an official means of communication. The University will consider faculty, staff, or students to be duly informed and in receipt of notifications and correspondence sent by the University to faculty, staff, or students' mansfield.edu email accounts.

PURPOSE

It is the intention of this policy to inform email users of email retention.

SCOPE

This procedure concerns all Mansfield University faculty, staff, and students.

FORMS

N/A

RESPONSIBILITY

Campus Technologies

PROCEDURE

Faculty, staff, and students should frequently access their university assigned email account for official information. Individuals are responsible for managing their disk quota so that there is room for new mail. The University is not responsible for delivery problems caused by forwarding to non-official email accounts. Individuals should NEVER store passwords, account numbers or financial information as email records.

Saving correspondence and documents sent electronically.

Mansfield University's email system is a delivery system for electronic communication. The automated system cannot discern differences between information of limited or transitory value and that of lasting value. Individual emails are not backed up or retained although the server operating systems are backed up weekly. The email system, therefore, does not provide the functionality or the long-term storage capability required to maintain any official records of the University in individual email accounts. Long-term storage, if necessary, is the responsibility of the user outside the email system and on appropriate media for archiving.

Mansfield University faculty, staff, and students should print copies or archive important documents and correspondence sent by email to be stored in relevant subject files or save the messages in a stable and retrievable electronic format on a long-term medium such as CDR or DVD. Each individual, office, or department should have guidelines and retention plans

that provide guidance to determine when documents and correspondence will be retained and for how long if they are official records for the University.

DISTRIBUTION

This policy will be distributed through the web and maintained by Campus Technologies.