

# **Roosevelt University**

## **Employee Email Retention Policy**

**Effective date – May 2007**

### **Purpose**

The practices described herein are limited to information that is stored or shared *via* electronic mail (email). This description is intended to explain to faculty and staff when email accounts are created, what email is retained, and for how long it is kept.

### **Scope**

This email policy is secondary to University policies on freedom of information and business record keeping. Any email that contains information within the scope of the business record keeping policy must be handled in the manner therein prescribed.

Questions about the proper retention of a specific piece of information should be addressed to the appropriate department head. Questions about electronic mail retention practices should be addressed to ITS via the Help Desk.

### **Faculty/Staff**

Activation - Faculty and staff accounts are created when employees are welcomed to the University. They are notified of their username and password by means of a "new hire" letter.

Deactivation - Staff and administrator email accounts will be deactivated immediately upon termination of employment. After three months, the account mailbox will be deleted. Full-time faculty accounts will be deactivated immediately upon the departure of the account holder from the University (unless the departure is a retirement). After three months, the account will be deleted. (Upon request to and approval by the CIO, a staff or faculty account holder may keep an account for up to six months for forwarding purposes only.)

Emeritus faculty may keep their e-mail accounts indefinitely. Full-time faculty who retire, but do not have emeritus status, will have their accounts deactivated three years after they leave the University. Three months after deactivation, the account will be deleted. Accounts held by inactive adjunct faculty are deactivated in August of each year. If an adjunct faculty member has not taught a course during the previous academic year, his/her account will be deactivated. Three months after deactivation the account will be deleted. Special accounts such as those for contractors and guests will be created with an expiration date that has been negotiated with the account holder.

### **Email Retention**

All email, including that maintained on the server, is strictly under the control of individual users unless the University determines or has been notified of the need for preservation. Individual users are able to keep or destroy messages at their discretion. However users must be mindful that any email that contains information within the scope of the University record keeping policy must be handled in the manner therein prescribed.

If the University determines or has been notified of the need for preservation, mailbox access will be restricted accordingly.

### **Recovering Deleted Email from Backup Media**

The University maintains backup tapes of the email information stores. These tapes are for disaster recovery purposes only. Policy is not to restore individual mailboxes or messages, and "convenience" restores will not be done. Tapes may be overwritten within a month of their last use.