

61.99.01.E0.02 Email Retention (as managed by Network & Computing Support Services)

Approved May 18, 2006
Revised October 5, 2009
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Supplements System Regulation 61.99.01

Standard Administrative Procedure Statement

Since the Texas Engineering Experiment Station (TEES) administrative offices conduct a significant amount of business through email, it is important that mail servers operate in an efficient and reliable manner.

Reason for Standard Administrative Procedure

The purpose of this Standard Administrative Procedure (SAP) is to establish a set schedule for the permanent deletion of unneeded email from the TEES mail servers that are **managed by Network & Computing Support Services**.

Procedures and Responsibilities

1. GENERAL

Storage of email requires expensive computing resources. The large amount of disk space and the much greater cost of resources spent maintaining and backing up that disk space are the primary factors contributing to the cost.

2. DELETED ITEMS

Emails that have been moved to a user's "Deleted Items" folder will be permanently deleted after fifteen (15) days.

3. SENT ITEMS

Emails remaining in a user's "Sent Items" folder will be permanently deleted after sixty (60) days. This retention period will allow users to move needed items to permanent folders, outside the Sent Items folder, where they will be retained until deleted by the user.

4. JUNK E-MAIL

Emails remaining in a user's "Junk E-mail" folder will be permanently deleted after thirty (30) days. This retention period will allow users to move needed items to permanent folders, outside the Junk E-mail folder, where they will be retained until deleted by the user.

5. OTHER FOLDERS

Emails in a user's "Inbox" and emails that have been moved to a permanent folder by the user will be retained until deleted by the user.

6. RECORDS RETENTION SCHEDULE

It is each employee's responsibility to ensure compliance with [The Texas A&M University System Records Retention Schedule](#).

Related Statutes, Policies, or Requirements

[Regulation 61.99.01, Retention of State Records](#)

[TEES SAP 29.01.99.E1.08, Information Resources – Email Use](#)

Contact Office

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