



**3344-7-08 E-mail retention and disposal.**

- (A) E-mail stored on official university systems will generally be preserved for no longer than thirty days after deletion by the e-mail user. Log files associated with e-mail messages, which provide a record of actual e-mail transactions, but not the e-mail content, are generally preserved for no longer than ninety days.
- (B) E-mail users storing messages on CSU servers often have the capability to “archive” e-mail items to files. This effectively allows users to save any e-mail messages for any length of time. The automatic retention and disposal timeframes set forth in paragraph (A) of rule 3344-7-09 of the Administrative Code do not apply to e-mail archives and backups done manually by users.
- (C) Students may, at their discretion, configure their official CSU e-mail accounts to forward all e-mail to an external e-mail address. Forwarding to an external address prevents messages from being stored on CSU mail servers, but a record of the forwarding transaction is stored in university system logs.
- (D) Faculty and staff e-mail correspondence and associated documents sent as attachments may be considered official university records, and, as such, may need to be retained longer than the default e-mail retention and disposal. It is the responsibility of the sender and recipient of these e-mail messages to determine the required retention period, to comply with applicable rules of the Administrative Code and with university policies and procedures regarding record retention, and to preserve these e-mail records either electronically or in printed form with all of the associated header and transmission information. (Refer to the university’s record retention program manual for more information.)

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