**Email Retention and Archiving Policy**

|  |  |  |  |
| --- | --- | --- | --- |
| Policy number | 10 | Version | 2 |
| Drafted by | Carol Smith | Approved by Board on |  |
| Responsible person | <<insert name>> | Scheduled review date | <<insert date>> |

## Introduction

The rise to predominance of electronic communication mandates electronic message management systems comparable to existing hard copy filing systems.

Employees and volunteers of FMPLLEN acquire no rights in any material, electronic or otherwise, created by in the course of their employment, or accessed on FMPLLEN equipment.

## Purpose

To help employees determine what information sent or received by email should be retained and for how long, this policy identifies the broad categories of electronic messages processed by the FMPLLEN system and sets out the factors to be considered in setting practice guidelines to be adopted in each case.

## Core Policy

Material that should be preserved should be clearly distinguished from material that should be purged from the system.

## Authorisation

<Signature of Board Secretary>  
<Date of approval by the Board>  
<Name of organisation>

**Email Retention and Archiving Procedures**

|  |  |  |  |
| --- | --- | --- | --- |
| Procedures number | 10 | Version | 2 |
| Drafted by | Carol Smith | Approved by EO on |  |
| Responsible person |  | Scheduled review date |  |

## Responsibilities

It is the responsibility of the EO to ensure that:

* staff and volunteers are aware of this policy;
* Any breaches of this policy coming to the attention of management are dealt with appropriately.

It is the responsibility of all employees and volunteers to ensure that their usage of email conforms to this policy.

## Processes

All FMPLLEN email information shall be categorised into five main classifications with appropriate retention guidelines:

1. The material of permanent significance (perpetual)
2. Administrative correspondence (4 years)
3. Fiscal correspondence (7 years)
4. General correspondence (1 year)
5. Ephemeral correspondence (retain until read and acted upon, then destroy)

**Classification of Correspondence**

**1. Material of permanent significance**

Material that requires permanent retention would include items of historical significance to the organisation, emails creating or recording permanent legal relationships, and items recording significant policies or precedents. To ensure material of permanent significance is retained in an accessible format, *a mailbox admin@FMPLLEN is to be created. Users should copy (cc) to this address when receiving or sending such email. Retention of such material will be administered by the Administration. Business Manager will institute a policy to retain these emails.*

**2. Administrative Correspondence**

FMPLLEN’s Administrative Correspondence includes, though is not limited to, confidential management information, employee-related information, and project-related correspondence.

To ensure Administrative Correspondence is retained in an accessible format, a mailbox admin@FMPLLEN is to be created. Users should copy (cc) to this address when receiving or sending such email. Retention of such material will be administered by the IT officer.

**3. Fiscal Correspondence**

FMPLLEN’s Fiscal Correspondence includes all information related to revenue and expense for the organisation. To ensure Fiscal Correspondence is retained, a copy is to be sent to the Business Manager. Users should copy (cc) to this address when receiving or sending such email. Retention of such material will be administered by the Business Manager.

**4. General Correspondence**

FMPLLEN’s General Correspondence covers information that relates to customer interaction and the operational decisions of the organisation. The individual employee is responsible for email retention of General Correspondence where this is likely to be of continuing usefulness.

**5. Ephemeral Correspondence**

FMPLLEN’s Ephemeral Correspondence is by far the largest category and includes personal emails, emails dealing with the work of the day, and emails containing information outdated by events. Staff may destroy this after reading and acting on the material.

**Classification of Correspondence**

Other classifications of correspondence may also be created with their own retention guidelines.**7. Correspondence involving intellectual property**

Any correspondence that involves the creation of any significant intellectual property rights shall be retained at the discretion of the CEO. To ensure Administrative Correspondence is retained in an accessible format, this needs to be stored on the server by the Business Manager

**8. Correspondence of legal significance**

When legal proceedings are in process (or reasonably to be anticipated), particular considerations apply to document retention. It is the responsibility of the CEO to inform staff should these considerations be applicable and to circulate to staff any relevant changes in policy and procedures.

**Storage**

It shall be the responsibility of the EO or their nominee to ensure there are backups of the relevant emails.

.

## Related Documents

* Acceptable Use Policy
* Confidentiality Policy

## Authorisation

Carol Smith

Executive Officer

Date