

Chapter (Number)

Section (Number)

Policy No.: (Number)

Retaining or Deleting Electronic Mail (E- Mail)

PURPOSE

- 1 To ensure the establishment of data retention periods for e-mail to meet legal and business requirements and must be adhered to by all staff.

SCOPE

- 2 This policy covers all of [Company]'s personnel as well as computer, network, application and communication devices owned or operated by [Company].

DEFINITIONS

3	Terms	Definitions
	Electronic Mail (e-mail)	Messages, usually text, sent from one person to another via computer. E-mail can also be sent automatically to a large number of addresses (Mailing List).

POLICY

- 4 All users shall be aware of the following risks associated with retaining or deleting e-mail:
 - a) Retention of all e-mail can consume significant storage capacity on your system; especially where files have been sent / received.
 - b) Accidental deletion of important messages can result in problems and duplication of work.

- 5 All users shall retain all e-mails received during their work tenure at [Company] and are allowed to delete only those e-mails that have no relevance whatsoever to [Company]'s business function (i.e. spam, unexpected personal e-mails).
- 6 All users are personally responsible of backing up their e-mails after every 30 days via one of the following means:
- a) Backing up onto a CD – ROM / DVD – ROM
 - b) Backing up onto an additional / external hard disk
 - c) Backing up onto a secure server storage space provided by [Company].
- All users are required to obtain a written permission from their respective supervisors if they intend to utilize this particular option.

All users are to handle with extra care and personally responsible for the security of the back-up medium used to back-up their emails. All users are advised to place the storage devices used to back-up e-mails and other data in a secure space (i.e. locked cabinets) at [Company] premises.

- 7 The back-up medium used needs to be tested after every back-up session to ensure its operability.

ENFORCEMENT

- 8 Any employee found to have violated this policy may be subject to warnings and/or disciplinary action, up to and including termination of employment.

REVISION HISTORY

- 9 1st version : Date

AUTHOR

- 10 Done by : Author's name
Title : Position

MANAGEMENT APPROVAL

11 Approved by : Approver's 1 Name
 Title : Position
 Date :
 Signature : _____

 Authorized by : Approver's 2 Name
 Title : Position
 Date :
 Signature : _____