Email Retention and Purging Policy

Last Review Date:
Approved by:

This policy outlines the Company's standards and expectations for the storage, retention, and purging of company emails. This ensures compliance with business needs, balances access to historical information with data storage costs, and reduces risks associated with unnecessary email retention.

This policy applies to all employees, contractors, and third parties using company email systems for business communications.

Email Retention Period

All company-related emails must be retained for **a minimum of ninety (90) days** from the date they were received or sent.

Employees are responsible for ensuring that critical business emails (e.g., legal documents, contracts, project records) are retained appropriately in line with other applicable retention policies.

Private Sensitive Conversations

Automatic Purging Process

To maintain email storage efficiency, all emails older than **ninety days** will be automatically purged from the email server unless flagged for long-term retention.

Emails marked for extended retention due to legal, operational, or compliance purposes must be moved to designated archive folders.

User Responsibilities

1. Employees must review and organize their email accounts periodically.
2. Critical emails needed for compliance, legal, or operational purposes must be stored in approved archiving solutions as specified by IT or management.
3. Personal or unnecessary emails should be deleted proactively to minimize clutter.

Archiving Critical Emails

Certain emails (e.g., financial records, legal matters, or customer communications) may require retention beyond the ninety-days threshold.

Employees must transfer such emails to **designated storage locations** (e.g., company-approved cloud archives or shared folders) for extended retention.

Enforcement and Monitoring

The IT department will conduct automated purging of emails in line with this policy and may monitor compliance.

Retention Timeline Summary

Email Type	Retention Period	Storage Location
General Business Emails	Minimum of 90 days, then purged	N/A
Critical/Archived Emails	Beyond 90 days	Designated Archive Solution
Personal/Non-Business	Proactively deleted	N/A

Implementation

The IT department is responsible for implementing automated purging systems and ensuring retention compliance. Employees are responsible for adhering to this policy and managing their email content appropriately.