

Email Retention Policy

INTRODUCTION

The Email Retention Policy is intended to help employees understand that information sent or received by email is retained, why and for how long. This Email Retention Policy is required to comply with the Georgia Open Records Act, the Whitfield County Records Management Program Resolution and the amendments to the Federal Rules of Civil Procedure concerning the discovery of “electronically stored information”.

DEFINITIONS

1. *Email* means an electronic message transmitted between two or more computers or electronic terminals, whether or not the message is converted to hard copy format after receipt and whether or not the message is viewed upon transmission through a local, regional, or global computer network.
2. *Public Record* means all documents, papers, letters, maps, books, tapes, photographs, computer based or generated information or similar material prepared and maintained or received in the course of the operation of a County office or agency. Public record also means such items received or maintained by a private person or entity on behalf of a County office or agency, which are not otherwise subject to protection from disclosure.

SCOPE

This email retention policy is secondary to the Whitfield County Records Management Program Resolution.

Policy

All Whitfield County email information sent or received is kept for seven years. All email over 90 days old is archived to an Email Archiving System. All Email stored on the Email Server will be backed up daily. Email stored on the Email Archiving System will be backed up daily.

Whitfield County maintains backup tapes from the Email Server and Email Archiving System for two weeks.

Whitfield County will not store email from personal email systems in the Email Archiving System. However, any email system used to conduct Official County Business is subject to the Georgia Open Records Act, the Whitfield County Records Management Program Resolution and the amendments to the Federal Rules of Civil Procedure concerning the discovery of “electronically stored information”.