

Email Retention Guidelines

In order to maintain an efficient and reliable email system, Information Technology has updated the Email Retention Guidelines from 120 days to 180 days for the following four folders on all A&M-Commerce email accounts. These four email folders are the Inbox, Deleted Items, Sent Items, and Calendar Events. The following sections aim to help you better understand what this guideline means for your email folders.

Email Retention Guidelines

Messages placed in the following **Inbox, Calendar Events, Sent and Deleted** folders and subfolders, will remain on the server for 180 additional days. After 180 days, messages will automatically be deleted from the email server. The following retention rules will be applied per stated email folder:

<i>INBOX and SUB-FOLDER ITEMS:</i>	<i>180 Days Retention</i>
<i>DELETED ITEMS:</i>	<i>180 Days Retention</i>
<i>SENT ITEMS:</i>	<i>180 Days Retention</i>
<i>Calendar Events:</i>	<i>180 Days Retention</i>

Note, Contacts, Notes, Tasks and **Journal** items are exempt from the retention policy

Your Responsibilities as a user of A&M-Commerce email account

- Review [Texas A&M University System University Records Management](#)
- Effectively manage emails by getting rid of non-records and transitory information as quickly as possible

Archive Retention

If the email needs to be retained for state records, please save the email as a message (Open email > Save as type: Select Outlook Message format – Unicode .msg) and archive on your shared drive (network) or on your Fortis Database. Emails stored on the network will regularly be backed up and in one place.