
Procedure:	E-Mail Retention Procedure	Reference No.:	5.9.2
Authority:	College President	Cross Reference:	Policy 1.3
Approved:	May 11, 2010		
Revised:			

1. It is the responsibility of each Microsoft Outlook® client to manage their mailbox.
2. It is the responsibility of each client to determine the method, if any, of retention.
3. Information Technology Services provides daily backups of the e-mail system.
4. Information Technology Services does not archive or maintain e-mail beyond the 30 days.