

 <p>Category: Information Technology</p> <p>Policy applicable for: Faculty/Staff/Student</p>	<p><i>Policy Title:</i> Email Retention</p> <p>Effective Date: 01/04/2008</p> <p>Prior Effective Date: N/A</p> <p>Enabling Acts: ISO 27001/17799, COBIT 4.0, GLB, UC Policy, HIPAA, FERPA, PCI, FIA</p>	<p><i>Policy Number:</i> 9.1.8</p> <p>Policy Owner: Director, Information Security</p> <p>Responsible Office(s): Information Security</p>
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Background

There exist certain regulations that govern the retention of various types of written records. These regulations apply to email records as well as hard copy documents.

Policy

Any email that contains information that can be defined as a business record according to University Records Management policy should be treated as such. Most UC email information can be categorized into four main classifications with retention guidelines:

- Executive Correspondence (Permanent)
- Administrative/Fiscal Correspondence (4 years)
- General Correspondence (1 year)
- Ephemeral Correspondence (Retain until read, destroy)

Executive Correspondence

- Executive Correspondence includes communications to or from University executives at the level of Board of Trustee, President, Vice President, Provost, Dean or Director related to the administration, policy-making, development, growth, and major activities of the University.

Administrative/Fiscal Correspondence

- Administrative Correspondence pertains to the development and operation of a department and includes, though is not limited to, clarification of established policy, planning and forecasting, internal audits, project and event planning, and personnel issues. All email with the information sensitivity label Management Only shall be treated as Administrative Correspondence. To ensure Administrative Correspondence is retained, a mailbox admin@uc.edu has been created. If you copy (cc) this address when you send administrative email, retention will be administered by UCit.
- Fiscal Correspondence is all information related to revenue and expense for the company. To ensure Fiscal Correspondence is retained, a mailbox fiscal@uc.edu has been created. If you copy (cc) this address when you send fiscal email, retention will be administered by UCit.

General Correspondence

- General Correspondence is routine in nature and includes appointment setting, the announcement of meetings, inquiries regarding the office and its programs, information requests, and other routine business matters. The individual employee is responsible for email retention of General Correspondence.

Ephemeral Correspondence

- Ephemeral Correspondence is by far the largest category and includes messages not constituting University records, such as personal email, listservs, reference material, and advertisements.

Recovering Deleted Email via Backup Media

- UCit maintains backup tapes from the email server and once a quarter a set of tapes is taken out of the rotation and they are moved offsite. No effort will be made to remove email from the offsite backup tapes.

Business records that do not fit one of the four categories provided should be retained according to records retention schedules approved by the University Archives. This applies to the text of the email message itself and any related attachments.

Audience:

This policy applies to all organizations and individuals associated with the University of Cincinnati.

Definitions:

Word: Definition

Procedure:

ISO 27001/17799	International Standards Organization for Information Security
COBIT 4.0	ISACA Audit Controls Objective for IT
GLB	Gramm-Leach-Bliley Act
UC Policy	General Policy on the Use of Information Technology
UC Policy	Information Technology Management Policy
UC Policy	Information Security Policies
UC Policy	General UC Archive Policies
HIPAA	Health Insurance Portability and Accountability Act
FERPA	Family Educational Rights and Privacy Act
PCI	Payment Card Industry
FIA	Freedom of Information Act

Related links:

- [International Standards Organization 17799:2005](#)
- [Control Objectives for IT](#)
- [Gramm-Leach-Bliley Act](#)
- [UC Policy - General Policy on the Use of Information Technology](#)
- [UC Policy - Information Technology Management Policy](#)
- [UC Policy - Information Security Policies](#)
- [Health Insurance Portability and Accountability Act](#)
- [The Family Educational Rights and Privacy Act](#)

Phone Contacts:

UC Information Security	8-ISEC
Director, Information Security	6-9177
UC Office of the CIO	6-2228

Disciplinary Actions:

Violation of this policy may result in revocation of network access for the effected system(s). Violation of this policy may result in disciplinary action which may include termination for employees and temporaries; a termination of employment relations in the case of contractors or consultants and dismissal for interns and volunteers. Additionally, individuals are subject to loss of University of Cincinnati Information Resources, access privileges, civil, and in some cases criminal prosecution.