



Document Number: ITS-90.011

Last Revision Date: 8/26/2021

Responsible Office: Information Technology
Services

Effective Date: 5/14/2015

Primary Author: CIO & AVP of Information
Technology

General Description

Purpose:

The purpose of this Electronic mail (Email) policy is to address the ownership of University email in relation to official business records as well as the description for retention of deleted email.

Scope:

All Faculty, Staff, and Students

Policy/Procedure

Overview

The purpose of this Electronic mail (Email) policy is to address the ownership of University email in relation official business records as well as the description for retention of deleted email.

Email Policy

Email messages on University email systems are owned by the campus and may be considered official business records. Email is subject to legal discovery. Deleted emails are not retained for any specific amount of time and may not be recoverable. University email systems are not considered an archive for retention purposes.

Staff/Faculty Email

Provisioned on their first day of employment or activation in the system.

Deleted 30 days after separation date.

Student Email

Provisioned after they have submitted their Intent to Register.

Deleted after one year since their last enrolled term.

Alumni Email

Not provisioned since it is based on student email.

Deleted one year after graduation date.

Review (Frequency and Process)

The following policy is reviewed every two years and will be approved by the Chief Information Security Officer or Chief Information Officer.