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## Archiving of Email in Folders

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This brochure applies to executive employees as defined in the Email Retention Policy, effective August 7, 2009.

Under AS 40.21 (“Management & Preservation of Public Records”) and 4 AAC 59.005 (“Retention & Preservation of Electronic Records”) all state departments administer their records per records retention schedules in accordance with business—operational/administrative/fiscal—and legal requirements. Email is retained by content according to these schedules. Records retention schedules are available at: [http://www.archives.state.ak.us/records\\_management/records\\_management.html](http://www.archives.state.ak.us/records_management/records_management.html).

The *Email Retention Policy* requires that all executive employees’ email be auto-archived after 90 days unless the email is deleted. Users must place *record* email into the appropriate Enterprise Vault (EV) archive folder. Executive Employees have 9 email archive folders: “Archive 90 Days,” “Archive 1 Year,” “Archive 3 Years,” “Archive 5 Years,” “Archive 7 Years,” “Archive 10 Years,” “Archive 25 Years,” “Archive 50 Years,” and “Archive Permanent.”.

Email is organized by creating subfolders. Email classification schemas may parallel paper-based file plans. An email archived in EV cannot be deleted from the system until it reaches its retention age. Even if the shortcut is deleted from the Outlook mailbox, the email will remain in EV for its assigned retention period. Shortcuts can be moved, however, to different retention folders, thereby (as noted above) resetting the retention schedule for the email.

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## Retention of Email in the Deleted Items Folder

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When a user deletes an email, it is moved to the *Deleted Items* folder. The Outlook icon for the *Deleted Items* folder is a trash can.

**Email in the *Deleted Items* folder is permanently deleted after 7 days.**

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## Calendar Items Retention

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Calendar Items are retained for five years.

Email Policy Guidelines For Executive Employees	
<b>Sent &amp; Received Email</b>	May be deleted within 90 days, unless subject to a retention requirement. Messages not deleted or archived within 90 days are auto-archived.
<b>Un-archived</b>	Auto archived after 90 days with a permanent retention.
<b>Archive Folder Choices</b>	Archive 90 Days, Archive 1, 3, 5, 7, 10, 25, and 50 Years and Archive Permanent.
<b>Record Email</b>	Should be filed in subfolders in the appropriate Archive folder.
<b>Deleted Items</b>	Cleared after 7 days.
<b>Calendar Items</b>	Calendar items are deleted after 5 years.

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## FOR ASSISTANCE

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State of Alaska

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# Email Archiving For Executive Employees Quick Reference Guide

Collaborating Agencies:

Archives & Records Management  
Enterprise Technology Services  
Department of Law

Revision Date: 9/18/2009

## The Email Retention Policy

The State's email system includes an integrated archiving solution, Enterprise Vault (EV). An email retention policy for Executive Branch employees defines EV's configuration and use. The policy is available at: <http://www.state.ak.us/local/akpages/ADMIN/info/messaging/>.

The email retention policy divides employees into two groups: executive employees and non-executive employees.

Executive employees include those Executive Branch employees defined as "public officials" in AS 39.50.200(a)(9) and those employed in the following job classifications:

- Assistant Commissioner
- Executive Director
- Assistant Director
- Labor Relations Manager
- State Accountant
- State Leasing and Facilities Manager
- Department of Labor Safety Liaison
- Chief, Workers' Compensation Adjudication
- Veterans Affairs Administrator
- Administrator, Violent Crimes Compensation Board
- Administrator, Highway Safety Planning Agency
- Marine Transportation Services Manager

### AS 39.50.200(a)(9)

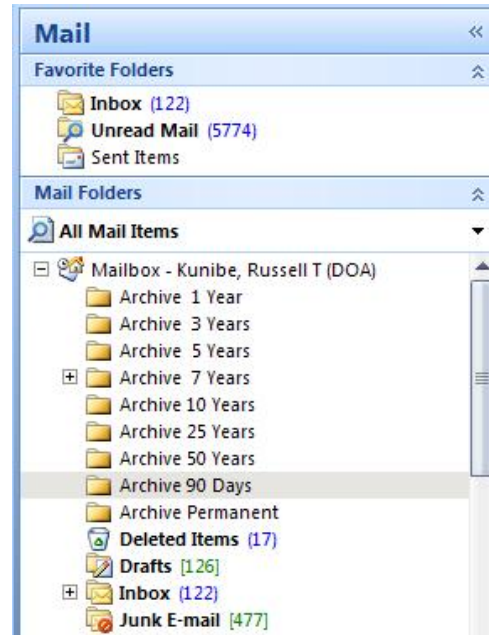
"public official" means

- (A) a judicial officer;
- (B) the governor or the lieutenant governor;
- (C) a person hired or appointed in a department in the executive branch as
  - (i) the head or deputy head of the department;
  - (ii) the director or deputy director of a division;
  - (iii) a special assistant to the head of the department;
  - (iv) a person serving as the legislative liaison for the department;
- (D) an assistant to the governor or the lieutenant governor;
- (E) the chair or a member of a state commission or board;
- (F) state investment officers and the state comptroller in the Department of Revenue;
- (G) the chief procurement officer appointed under AS 36.30.010;
- (H) the executive director of the Alaska Workforce Investment Board;
- (I) each appointed or elected municipal officer; and
- (J) the members of the board of trustees, the executive director, and the investment officers of the Alaska Permanent Fund Corporation;

## Archiving for Executive Employees

By default, all email will be auto-archived with a permanent retention if not deleted or moved to an archive folder within 90 days. Archiving an email moves the message and all attachments from Outlook to the archive system and replaces the message with a pointer (or *shortcut*) in the archive system. Shortcuts consist of header information (*i.e.*, Subject, From, To, CC, BCC, Attachments, Date and Time) and the first 600 characters of the message.

Executive employees can choose from the 9 archive folders shown here:



**Note:** Do not delete, move, rename or create archive folders.

Once an email is moved to an archive folder, it will be kept in the archive system for the time indicated by the archive folder name. Deleting a shortcut will not remove an email

from the system, but email can be moved between archive folders, thereby resetting the retention schedule for the email. Retention periods are calculated from the email's sent or received date.

Auto-archived email is archived in place. Auto-archived non-record email, including personal email, can be moved from the Archive Permanent folder to the Archive 90 Days folder, resulting in the deletion of the email if, or when, it is 90-days old.

### Email and Archiving Service Website:

<http://www.state.ak.us/local/akpages/ADMIN/info/messaging/>

## Retention of Email in the Inbox, Sent Items and User Defined Folders

The *Inbox* folder is the default location where received email is delivered. The *Sent Items* folder contains a copy of each sent email. Email is moved from the *Inbox* or *Sent Items* folder to an archive folder to assign the email the correct document retention schedule.

**Note:** The *Rules Wizard* can be used to automatically move email from the *Inbox* or *Sent Items* folder to a different folder.

