

## Retention & Archiving of Messages in Folders

This brochure applies to YOU if you are a non executive employee. You will have retention folders for 1, 3, 5, 7 and 10 years.

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

Users must place *record* e-mail into the appropriate Enterprise Vault archive folder within 90 days; otherwise it is deleted. There are five main folders for e-mail retention: 1, 3, 5, 7 and 10 year archive folders. Although most e-mail is short-lived, a small percentage of users will require a *Long-term* folder. Requests for a Long-term folder (25-YEAR, 50-YEAR, Permanent) must be authorized by the Division Director and Agency Records Officer. A long term folder request form is available here: [http://www.archives.state.ak.us/pdfs/records\\_management/long\\_term\\_email\\_folder\\_form.pdf](http://www.archives.state.ak.us/pdfs/records_management/long_term_email_folder_form.pdf)

Users will create their own folders and subfolders to organize and classify their e-mail. E-mail classification schemas often parallel any existing paper-based file plans. Once a message has been placed into EV, it cannot be deleted from the data store until it has reached its retention age. You can delete the shortcut from your Outlook mailbox, but the message remains in EV for its entire retention

period. You can lengthen or shorten the retention period by moving the shortcut to a different retention folder.

## Retention of Messages in the Deleted Items Folder

One of the built in folders in Outlook is the *Deleted Items* folder. When a user deletes a message, it is moved to the *Deleted Items* folder. The icon in Outlook for the *Deleted Items* folder is a trash can. **Messages in the Deleted Items folder are permanently deleted after 7 days.**

## Calendar Items Retention

Calendar Items are retained for five years.

E-mail Policy Guidelines for Non Executive Employees	
<b>Sent &amp; Received E-mail</b>	If subject to retention requirement must be archived in proper folder within 90 days. If subject to multiple retention parameters, archive for longest applicable period.
<b>Un archived &amp; Deleted Items</b>	Deleted after 90 days Cleared after 7 days.
<b>Retention Choices</b>	1, 3, 5, 7, 10 YEAR & Long-term (25-Year, 50-Year, Permanent).
<b>Subfolders</b>	Inherit parent folder retentions.
<b>Calendar Items</b>	Calendar items are retained for 5 years then deleted.

## FOR ASSISTANCE

**Record Retention:** [dean.dawson@alaska.gov](mailto:dean.dawson@alaska.gov)  
**EV Technical:** [joe.spears@alaska.gov](mailto:joe.spears@alaska.gov)  
**Legal:** [pam.post@alaska.gov](mailto:pam.post@alaska.gov)



State of Alaska

# E-mail Archiving For Non Executive Employees Quick Reference Guide

Collaborating Agencies:

Archives & Records Management  
 Enterprise Technology Services  
 Department of Law

---

## The E-Mail Policy

---

The enterprise E-mail system has been deployed with an integrated archiving solution, Enterprise Vault (EV). An E-mail policy has been established for Executive Branch Employees in order to define how EV will be configured and used.

A copy of the email policy can be viewed at <http://www.state.ak.us/local/akpages/ADMIN/info/messaging/Archiving/Policy.html>

There are two types of employees for the purposes of e-mail archiving; executive employees and non-executive employees.

Executive employees include those defined in AS 39.50.200(a)(9) within the Executive Branch in addition to 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)

(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 Non Executive Employees

---

By default all e-mail messages will be archived after 30 days and then auto deleted after 90 days if not moved to an archive folder.

Archiving a message moves the message and its 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 (Subject, From, To, CC, BCC, Attachments, Date and Time) and the first 600 characters of the message.

When activated in EV, non executive employees will have an Archive 1 Year, Archive 3 Years, Archive 5 Years, Archive 7 Years and Archive 10 Years folders.



For non executives e-mails will be archived and kept in the archive system for the number of years indicated in the archive folder name. Un-archived or archived messages may be moved into folders or moved between folders. An archive shortcut can be deleted but the corresponding message and attachments in the archive store will not be deleted until it is older than its set retention. Shortcuts that are moved between Archive folders will change

the corresponding retention on the message and attachments in the archive store.

### Email and Archiving Service Website:

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

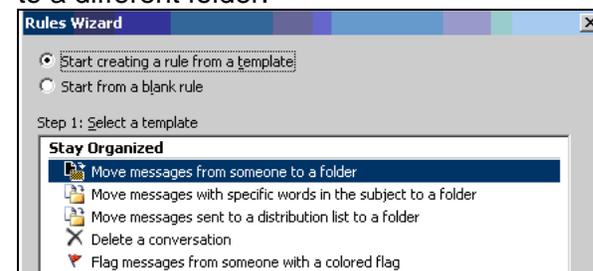
---

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

---

The *Inbox* folder is the default location where new messages are delivered. The *Sent Items* folder contains a copy of each message you compose and send. Users can easily move messages from the *Inbox* and *Sent Items* to archive folders for classification purposes. All messages in the *Inbox*, *Sent Items* and user defined folders not under an archive folder will be auto deleted after 90 days.

**Note:** You can use the *Rules Wizard* to automatically move messages from the *Inbox* to a different folder.



---

## Transition Period

---

The auto delete feature will be phased in, upon completion of the migration in November 2009. Users will receive a 30 day advance notice before the 30 day auto delete feature is activated, a 60 day notice before the 60 day auto delete feature is activated and a 90 day notice before the 90 day auto delete feature is activated.