Simple Email Retention Policy Template

1. **PURPOSE**

The intention of the policy is to assist employees in determining which category of emails should be retained and the duration of the retention. The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of emails and to facilitate the Organization’s operations by promoting efficiency and freeing up valuable storage space*.* (The purpose should be modified as per your specific requirements.)

For any questions, please consult with your manager or the legal department.

1. **CLASSIFICATION**

The information covered in these guidelines includes, but is not limited to, information that is either stored or shared via email and instant messaging technologies.

All <Company Name> email is categorized into three main classifications with retention guidelines:

|  |  |  |
| --- | --- | --- |
| **Category** | **Definition** | **Retention Period** |
| Administrative Correspondence | Administrative correspondence includes, though it is not limited to, clarification of established company policy, including holidays, time card information, dress code, work place behavior and any legal issues such as intellectual property violations | <INSERT YOUR RETENTION PERIOD> |
| Fiscal Correspondence | All information related to revenue and expense for the company and budgetary data | <INSERT YOUR RETENTION PERIOD> |
| General Correspondence | All information that relates to customer interaction and the operational decisions of the business | <INSERT YOUR RETENTION PERIOD> |

1. **ENFORCEMENT**

Failure on the part of employees or contract staff to follow this policy can result in possible civil and criminal sanctions against the Organization and its employees or contract staff and possible disciplinary action up to and including termination against responsible individuals.

READ, UNDERSTOOD, AND AGREED:

Employee’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DISCLAIMER:**

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