



Section:	X.3.2
Title:	E-Mail Retention Policy
Effective Date:	02-18-2010
Approved By:	VP of IT
Responsible Unit:	Information Technology; nts@tcnj.edu
History:	
Related Documents:	

I. INTRODUCTION

E-mail is considered an official method of communication at The College of New Jersey because it delivers information in a convenient, timely, cost effective, and environmentally aware manner. In order to ensure The College has the ability to communicate any important information to all of its constituents, a policy has been enacted that requires all members of the campus community to maintain and actively monitor the original e-mail account that was first assigned to them by The College.

The College provides the mechanism for forwarding e-mail to non-TCNJ email accounts but does not guarantee that forwarded e-mail will not be blocked by the receiving e-mail program. Therefore, it is strongly recommended that you check your TCNJ e-mail account regularly.

For information on how to forward e-mail to another account, please go to <http://www.tcnj.edu/~helpdesk/documents/ForwardEmail.pdf>

II. DEFINITIONS

N/A.

III. POLICY

E-Mail Retention Policy

E-mail sent to a TCNJ account that is not forwarded to another e-mail account will be handled as follows:

- Messages received and not forwarded will be stored until the account owner deletes or moves the messages off of the e-mail server

- Messages stored in either the "Trash" or "Junk" folders on the e-mail system are automatically purged from the system after 10 days

- Messages stored on the system can be retrieved within 30 days after it has been purged. The College maintains backups of all e-mails stored on the e-mail system for 30 days.

- The account owner is responsible for monitoring the e-mail quota established for their account. Any messages received when an account is "over quota" will be discarded.

IV. RELATED DOCUMENTS

V. HISTORY