

# EMAIL RETENTION POLICY

The e-mail Retention Policy is intended to help employees determine what information sent or received by email should be retained and for how long. The information covered in these guidelines includes, but is not limited to, information that is either stored or shared via electronic mail or instant messaging technologies.

All [COMPANY] email is categorized into four main classifications with retention guidelines:

CATEGORY	DEFINITION	RETENTION PERIOD
Administrative Correspondence (4 years)	Administrative Correspondence includes, though 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.	4 years
Fiscal Correspondence (4 years)	All information related to revenue and expense for the company and budgetary data.	4 years
General Correspondence (1 year)	Covers information that relates to customer interaction and the operational decisions of the business.	1 Year
Other		

## Retention of Instant Messenger Correspondence

[COMPANY] Instant Messenger General Correspondence may be saved with logging function of Instant Messenger, or copied into a file and saved. Instant Messenger conversations that are Administrative or Fiscal in nature should be copied into an email message and sent to the appropriate email retention address.

## Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

## Acknowledging Receipt of E-Mail Retention Policy

I have received my copy of the [COMPANY] Email Retention policy and I have read and I understand the information contained here in.

I further acknowledge my understanding that my employment with [COMPANY] may be terminated at any time with or without cause.

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**Note:** The preceding sentence should be included only in states where termination at will is permitted and where the employer desires this status.

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*Date*

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*Employee's Signature*

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*Name [Please Print]*

**SAMPLE**