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| **Title** | **E-Mail Archiving** |
| **Type** | Standard |
| **Related Policy** | [Employee E-Mail Use](http://mesa.cabq.gov/policy.nsf/WebApproved/E45B6388A2149401872572C600559245?OpenDocument) |
| **Category** | General |
| **Status** | Approved |
| **Approved** | 08/07/2008 |
| **Revised** | 08/04/2016 |
| **Scope** | Applies to all users of the City's Microsoft Exchange e-mail servers. |
| **Standard** | 1. E-mail messages and attachments will be centrally archived in accordance with the Records and Disposition (AI 1-5) committee requirements. 2. All e-mail folders are affected by this standard. 3. Users should not create separate local e-mail archive files (.pst). |
| **Rationale** | The City currently supports over 4,000 e-mail users and processes about 10,000 messages per hour during peak periods. The e-mail storage requirement for the City is enormous and growing. E-mail archiving trims the size of the e-mail database through automated offload to archives, thereby improving e-mail system performance. Users continue to have access to archived messages. |