

Title	E-Mail Archiving
Type	Standard
Related Policy	Employee E-Mail Use
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	<ol style="list-style-type: none">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.