

Title	E-Mail Archiving
Type	Standard
Related Policy	Employee E-Mail Use
Category	General
Status	Approved
Approved	08/07/2008
To Be Reviewed	04/06/2017
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 may be centrally archived and indexed once they have reached six (6) months of age. 2. All e-mail folders are affected by 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. Backup and recovery time for Exchange is vastly reduced, as are requests for mailbox recovery.