

Library Connection, Inc

Email Retention Policy

PURPOSE: To establish a policy that outlines the Email Message Retention for *Library Connection, Inc.* (hereinafter "LCI") and to establish guidelines and procedures with regards to the retention of email messages and their related attachments.

SCOPE: LCI provides email accounts to its employees and to the staff of its member libraries to support them in the discharge of their assigned duties. LCI also provides administrative and departmental accounts for its own use and for the use of its member libraries. LCI may provide accounts to contractors, vendors, consultants, agents, and affiliates, including all personnel affiliated with third parties to facilitate ongoing projects and programs.

APPLICABILITY: This policy applies to all *LCI* employees, its members, customers, contractors, vendors, consultants, agents, affiliates, or their employees that are account holders on the LCI mail servers.

MESSAGE RETENTION

1.0 **General retention policy**

LCI does not backup email messages on its mail server. LCI does not copy, store or archive email messages received or sent by account holders on the LCI mail server. Account holders are expected to configure their POP3 client to delete messages from the server after they are downloaded. Account holders are expected to download their messages at least once a day on days that they are on duty. The WebMail interface is offered as a convenience to allow remote access to the server when account holder is working away from their assigned workstation. The WebMail interface is not a substitute for the POP3 client and its availability or use does not relieve the account holder of their responsibility to download their messages and delete messages from the server. LCI Operations staff periodically removes messages from the server that are over 60 day old. LCI is not responsible for the loss of any messages on the server.

1.1 **Retention policy: LCI member libraries, customers, contractors, vendors, consultants, agents, affiliates, or their employees.**

LCI does not backup email messages on its mail server. LCI does not copy, store or archive email messages received or sent by account holders on the LCI mail server. LCI has no policy regarding the retention of email sent to or from account holders employed by or affiliated with member libraries, customers, contractors, vendors, consultants, agents, and affiliates. LCI has no responsibility regarding the retention of email messages sent to or from account holders employed by or affiliated with member libraries, customers, contractors, vendors, consultants, agents, and affiliates.

1.2 **Retention policy: LCI employees.**

LCI does not backup email messages on its mail server. LCI does not copy, store or archive email messages received or sent by account holders on the LCI mail server. LCI has no policy regarding the retention of email sent to or from account holders who are LCI employees. LCI employees may delete or retain email messages downloaded to their workstation in whatever manner best supports them in the completion of their duties.