



CF Item Barcode Sign

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Date

15-Apr-2005

Time

12:52:10 PM

Login Name Upasana Young (RAM & Hist Proj. Assist. Consulte



CF-RAD-USAA-DB01-2005-00000010

Expanded Number **CF-RAD-USAA-DB01-2005-00000010**External ID **CF/AI/NYH/1999-0002**

Title

E-Mail Retention Policy

Date Created

11-Aug-1999 at 12:50 PM

Date Registered

15-Apr-2005 at 12:51 PM

Date Closed

Primary Contact

Owner Location

Record & Archive Manage Related Functions=80669443

Home Location

Record & Archive Manage Related Functions=80669443

Current Location/Assignee

At Home Location: Record & Archive Manage Related Functions=80

FI2: Status Certain?

No

FI3: Record Copy?

No

d01: In, Out, Internal Rec or Rec Copy

Contained Records

Container

Date Published

Fd3: Doc Type - Format

Da1: Date First Published

Priority

Record Type

A03 DOC ITEM: CF-RAD-REPOSITORY-WORTHY-ORG-SERIES

Document Details

Record has no document attached.

Print Name of Person Submit Image

Signature of Person Submit

Number of images
without cover

10/100/1500/10503/2005-0000010

CF/AI/NYH/1999-002
11 August 1999
English Only

To: All NYHQ Staff

From: Andre Spatz
Director, ITD

Subject: **E-MAIL RETENTION POLICY**

UNICEF has become more reliant on e-mail with increasingly large volumes of data being sent and received daily. Since the e-mail system is designed for processing messages and not for storage, retaining large quantities of data in the system reduces its speed and reliability thereby making it less efficient.

As e-mail traffic continues to increase, greater effort must be made to properly manage UNICEF's electronic records. ITD has noted consistently that several e-mail post offices have exceeded their network server capacity.

In discussions on the performance of the e-mail system, the ITD infrastructure group, computer focal points and some senior management addressed the need for guidelines limiting the message retention period as a means of improving the system's efficiency. Based on these discussions, a policy on e-mail retention has been established and will be put into effect starting September 1999.

Retention period for e-mail messages

Messages in mailbox containers must not remain there beyond the number of days indicated here.

Inbox – 45 User-created folders – 360

Trash – 14 Sent log – 180

Bulletin board authors will be reminded at **30-day intervals** to discard out-dated messages.

A staff member on leave or travelling for long periods should contact ITD to have her/his messages forwarded automatically to the new destination.

Messages that are stored beyond the recommended time periods will be deleted as part of ITD's standard maintenance procedure.

Options for Archiving

(1) **Local PC Hard Drive:** Staff must move important messages from any of the above-mentioned containers into their local drive. Focal points will assist in training users on archiving.

(2) **Personal Archiving Directory on Network Server:** For files that are of historical importance but do not need to be shared. This directory will have a maximum storage capacity that cannot be exceeded. Therefore, the user is responsible for managing the contents. Requests for this directory must go through a computer focal point.

(3) **Shared Archive Directory on Network Server:** For files of historical importance that are shared with other staff members. Staff can find out if there is already a shared directory from their computer focal point.

Title : **E-mail retention policy**
Document Type : **Administrative Instructions**

Country : **Headquarters**
Year Published : **1999**
▶ Detailed information (click on the twistee to see more)

Document Symbol/Series: **CF/AI/NYH/1999-002**
PDF Link :

Executive Summary:

Document Text: