

OFFICE OF HUMAN RESOURCES

Angela S. Nalezny, Director



CITY OF SAINT PAUL

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To: All Bargaining Unit Representatives

From: Angela Nalezny, Human Resources Director

Date: April 16, 2008

Re: Change in City's Internet and Email Usage Policy

To better meet City needs, the City is moving to a centralized email archival solution. The new solution will provide a historical repository of all email received and sent by City employees and elected officials.

As part of the move to a centralized email archive solution, changes are being made to the City's Internet and Email Usage Policy. The changes reflect the new retention schedule based on the City Attorney Office's classification of email as correspondence.

The change to the policy is as follows:

**E-Mail Retention**

E-mail messages and e-correspondence should be considered a permanent, written record that is available for inspection, reading and copying. ~~Currently, the city can not centrally store and retrieve electronic mail records, therefore, it is the responsibility of each city department and office to save and maintain appropriate documents and correspondence in compliance with their respective records retention guidelines. Employees are expected to manage their e-mail by deleting or filing old messages on a regular basis. An appropriate goal is to keep current messages in GroupWise no longer than 30 days, and use WordPerfect files for saving older messages.~~

Everything in email, including calendar and trash, is automatically archived for correspondence retention purposes. General items will automatically be purged from archive after three years unless a litigation hold is in effect. Legal items will automatically be purged from archive after six years unless a litigation hold is in effect. Historical items will remain in archive forever.

The policy change will be effective May 1, 2008.

If you have any questions, please contact me at (651) 266-6515. Thank you.

cc: Andrea Casselton, Office of Technology and Communications Director  
Cindy Mullan, Information Services Manager