

HOW TO

Prepare for the Electronic Record Retention Policy & Organize Your Email Records

Know the Policy



Use the **QR code** to access the current Electronic Retention Return Policy on the College's policies webpage: policies.dtcc.edu

Prepare for July 1, 2023



Effective July 1, 2023 **all emails older than 5 years** (e.g. 60 months) will be automatically **deleted** from email accounts. From this date on, any email older than 5 years will be automatically deleted.

Identify Emails with Lasting Value



Emails with "Lasting Value" should not be stored exclusively in an email account. Lasting Value messages have **operational value, legal or evidentiary value, fiscal value, or vital value** to ensure operational continuity.

Determine the Storage Location for these Records

Email messages and attachments with Lasting Value must be **stored in a dedicated folder** on a college-supported system (e.g. OneDrive, Teams, SharePoint, or network drives.)



Download or Print Emails to be Saved



Once you have identified records you need to save and where you will save them, you can **print files as a .PDF or download them as a .EML file** into your designated folder.

Tips for Staying Organized



Use email folders & rules to help organize emails with Lasting Value. Use calendar alerts to remind you to transfer those emails to designated folders. Visit the [IIT.dtcc.edu](https://iit.dtcc.edu) website for support and more ideas for organizing your email accounts.

IF YOU DON'T NEED IT, DELETE IT

