# 3-07/200.15 - Retention of Electronic Email and Records

Unless legally required, Department email shall be retained for a period not to exceed 30 months. At the expiration of the retention period, these emails maintained on a Department e-mail server shall be deleted by personnel from Data Systems Bureau.

Additionally, unless legally required, internet access records shall be retained for a period not to exceed 30 months. At the expiration of the retention period, these records which are accessible by personnel from Data Systems Bureau shall be deleted.

For purposes of this section, Department email is defined as any electronic communication maintained on a Department email server which originated from or was delivered via the email system, and internet access records are defined as logs recording user internet activity.