



EMAIL RETENTION IN A NUTSHELL

Email Retention-	Email will be deleted from mailbox folders based on a set of rules. These retention rules are set by our legal department to protect Sodexo.
Inbox – 180 Days	<p>Any mail older than 180 days will be deleted.</p> <p>Take Action: Review your inbox and move any email older than 90 days that you want to keep to folders in your Archive Folder</p> <p>To create folders under your Archive Folder: Highlight the Archive Folder*, right click your mouse and choose “create folders”. Folders could be by project names, your supervisor, dates, etc.</p>
Sent folder – 180 Days	<p>Any mail older than 180 days will be deleted</p> <p>Take Action: Review your sent mail. Move items older than 180 days you wish to save into a folder you create under your Archive Folder. Name the folder Sent Mail.</p>
Deleted Items – 180 Days	<p>Any mail older than 180 days will be deleted (unless you empty your Deleted Items folder when exiting Outlook). No action should be required.</p>
Archive – 3 years	<p>Any mail older than 3 years will be deleted. Applies to all folders under Archive or Archive 3 years US.</p> <p>Take Action: If you require an email attachment older than three years you should open it and save it outside of the email system.</p> <p>If you need to keep an email that is older than 3 years, you should open it save it outside of the email system.</p>
<p>We cannot stress enough the importance of where you create folders, they must be under Archive or Archive 3 years US. If you create them under your directly under your Inbox the 180 day rule will apply.</p> <ul style="list-style-type: none"> ▲ Inbox 5 <ul style="list-style-type: none"> Wrong Folder Location ▷ Drafts [67] Sent Items Deleted Items 74 ▲ Archive <ul style="list-style-type: none"> Correct Folder Location ▲ Archive 3 years US <ul style="list-style-type: none"> Correct Folder Location 	
<p>*if you need to create the Archive Folder, be sure it is in the correct location as indicated above.</p>	