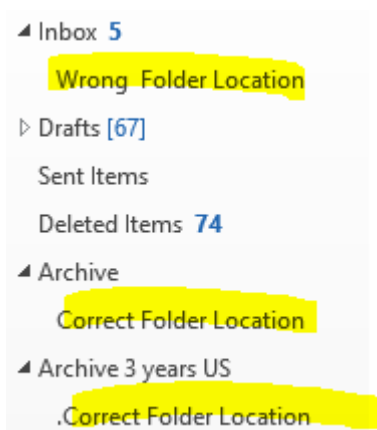
	<h1>EMAIL RETENTION IN A NUTSHELL</h1>
<p>Email Retention-</p>	<p>Email will be deleted from mailbox folders based on a set of rules. These retention rules are set by our legal department to protect Sodexo.</p>
<p>Inbox – 180 Days</p>	<p>Any mail older than 180 days will be deleted.  <u>Take Action:</u> 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>
<p>Sent folder – 180 Days</p>	<p>Any mail older than 180 days will be deleted  <u>Take Action:</u> 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>
<p>Deleted Items – 180 Days</p>	<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>
<p>Archive – 3 years</p>	<p>Any mail older than 3 years will be deleted. Applies to all folders under Archive or Archive 3 years US.  <u>Take Action:</u> 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>  <p>*if you need to create the Archive Folder, be sure it is in the correct location as indicated above.</p>	