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**Lucas County
Information
Services**

Anita Lopez,
Lucas County Auditor
and
Secretary of the
Data Processing Board

From: Lucas County Automatic Data Processing Board

Date: 3/2/2017

Subject: Email Retention Policy

As a result of a request raised at the January 2017 Lucas County Automatic Data Processing Board meeting, a committee was formed to address Lucas County's lack of an email retention policy.

The Committee created a proposed retention policy for electronic mail (email) and presented it to the Lucas County Automatic Data Processing Board who approved it on 3/2/2017.

As email identifies a format, not content – email as a storage medium is not optimized for long term storage of documents. Email was initially designed for correspondence and has evolved into an inefficient means to share documents and has also become a part of traditional workflow. Items contained in email that have identified content that may require a legal retention period must be stored in means outside of email, and for the period identified by Ohio Revised Code (ORC), or by other governing laws or regulations. It is expected that every individual agency have an internal policy to address the storage of their critical digital content, email is not a means of storage nor an historical archiving tool.

The approved email retention period as of January 1, 2018 will be for a period of five (5) years from the creation date (authored or received). All email items in excess of five (5) years of age, regardless of content, will be irrecoverably purged from all systems. This includes back-up (tape and other media) and retention systems. This policy mitigates risk, promotes system health, contains cost, promotes responsible email use, and responsible use of our critical Lucas County resources.

All requests for email outside of the scope of five (5) years internally or externally, will no longer be able to be satisfied by LCIS. There will be no means, regardless of severity, to satisfy ANY request of that falls outside of the scope of five (5) years. This includes but is not limited to; Public Records Requests, Legal Requests, Discovery requests for litigation, Subpoenas, Court Orders, Internal requests, etc...