

SFU EMAIL TRANSFER INFORMATION FOR ACCOUNT HOLDERS

Consult with an SFU archivist to determine the suitability of your email for transfer to Archives. On agreement, the Archives will send you an **Email Transfer Request** email message showing the following information:

- The email to be transferred: e.g. entire account or specific folder + sub-folders.
- Your contact information.
- The contact information of the SFU archivist.

Confirm that your details are correct.

- If they are incorrect, reply with corrections; Archives will re-send a revised **Email Transfer Request** message.

Reply to the email message to signal your consent to the transfer.

- In the body of your reply message simply write "I consent to this email transfer."
- Include your email signature block (if applicable) in your reply message.

On receipt of your reply, the Archives will forward the **Email Transfer Request** message to SFU IT Services to initiate transfer.

ITS will copy the email to the designated Archives' account. **This operation copies but does not delete the email from your active account.**

On completion of the transfer, the Archives will send you an email notification. **If you wish, you can from that point delete the email from your active account.** As part of the pre-transfer discussions, the archivist will advise you on the implications of deleting your email following transfer. In different circumstances, deletion may or may not be appropriate or recommended. **Be aware that once deleted from your active account, you will no longer be able to access the email from SFU Mail.**

The Archives manages email archives as offline collections accessible on a dedicated terminal in the Archives' reading room only. **Email archive collections are not accessible from SFU Mail or other online browsers.** To request access, contact the Archives at archives@sfu.ca.