Department of IT Infrastructure and Digital Services
Date: 06.01.2011

Subject: 2011 Annual Digital Archive Cleanup Schedule and Guidelines

In accordance with our routine data hygiene protocol, all departments are required to conduct their annual cleanup and archival process for digital records no later than **January 20th, 2011**. This applies specifically to case-related documents and attachments stored in shared drives, project folders, or permit processing subdirectories.

Key Actions Required:

- Permit cases closed before **January 1st, 2009** must be relocated to the "ARCHIVE_2009" directory.

- Files with suffix "_REJECTED" or "_DUPLICATE" must be reviewed and either deleted or retained with justification.

- Personal folders of inactive staff must be flagged for final backup before deactivation.

This exercise does **not** affect active permit cases currently in review, nor does it involve system configuration or process changes in the building application workflows. Archive policies exist strictly for compliance and performance maintenance.

Department heads are responsible for ensuring compliance and should submit a completion confirmation form (IT-CF-03) by January 21.