



# Cyber Tree Systems

## A Business IT Solution Company

<b>POLICY NAME</b>	<b>Email &amp; Messaging Retention</b>		
<b>DATE OF LAST REVISION:</b>	9/4/2003	<b>VERSION NO.</b>	1.43
<b>ADMINISTRATOR RESPONSIBLE</b>	Kevin McKnight		

### Purpose

The Email Retention Policy is intended to help employees determine what information sent or received by email should be retained and for how long.

The information covered in these guidelines includes, but is not limited to, information that is either stored or shared via electronic mail or instant messaging technologies.

All employees should familiarize themselves with the email retention topic areas that follow this introduction.

Questions about the proper classification of a specific piece of information should be addressed to your manager. Questions about these guidelines should be addressed to InfoSec.

### Scope

This email retention policy is secondary to CTS policy on Freedom of Information and Business Record Keeping. Any email that contains information in the scope of the Business Record Keeping policy should be treated in that manner.

All CTS email information is categorized into four main classifications with retention guidelines:

- Administrative Correspondence (4 years)
- Fiscal Correspondence (4 years)
- General Correspondence (1 year)
- Ephemeral Correspondence (Retain until read, destroy)

### Policy Statement

- Administrative Correspondence

CTS Administrative Correspondence includes, though is not limited to clarification of established company policy, including holidays, timecard information, dress code, workplace behavior and any legal issues such as intellectual property violations. All emails with the information sensitivity label Management Only shall be treated as Administrative Correspondence. To ensure Administrative Correspondence is retained, a mailbox [admin@cybertree.com](mailto:admin@cybertree.com) has been created. If you copy (cc) this address when you send an email, retention will be administered by the IT Department.

- Fiscal Correspondence

CTS Fiscal Correspondence is all information related to revenue and expense for the company. To ensure Fiscal Correspondence is retained, a mailbox [fiscal@cybertree.com](mailto:fiscal@cybertree.com) has been created if you copy (cc) this address when you send an email, retention will be administered by the IT Department.

- General Correspondence

CTS General Correspondence covers information that relates to customer interaction and the operational decisions of the business. The individual employee is responsible for email retention of General Correspondence.

- Ephemeral Correspondence

CTS Ephemeral Correspondence is by far the largest category and includes personal email, requests for recommendations or review, email related to product development, updates, and status reports.

- Instant Messenger Correspondence

CTS Instant Messenger General Correspondence may be saved with logging function of Instant Messenger or copied into a file and saved. Instant Messenger conversations that are Administrative or Fiscal in nature should be copied into an email message and sent to the appropriate email retention address.

- Encrypted Communications

CTS encrypted communications should be stored in a manner consistent with CTS Information Sensitivity Policy, but in general, information should be stored in a decrypted format.

- Recovering Deleted Email via Backup Media

CTS maintains backup tapes from the email server and once a quarter of a set of tapes is taken out of the rotation, and they are moved offsite. No effort will be made to remove email from the offsite backup tapes.

## Enforcement

Any employee found to be in violation of this policy may be subject to disciplinary action, up to and including termination of employment.

## Terms and Definitions

Define any acronyms, jargon, or terms that might have multiple meanings.

TERM	DEFINITION
Approved Electronic Mail	Includes all mail systems supported by the IT Support Team. These include, but are not necessarily limited to, [insert corporate supported mailers here...]. If you have a business need to use other mailers contact the appropriate support organization.
Approved Encrypted email and files	Techniques include the use of DES and PGP. DES encryption is available via many different public domain packages on all platforms. PGP use within CTS is done via a license. Please contact the appropriate support organization if you require a license.
Approved Instant Messenger	The Jabber Secure IM Client is the only IM that is approved for use on CTS computers.

Individual Access Controls	Individual Access Controls are methods of electronically protecting files from being accessed by people other than those specifically designated by the owner. On UNIX machines, this is accomplished by careful use of the chmod command (use man chmod to find out more about it). On Mac's and PC's, this includes using passwords on screensavers, such as Disk lock.
Insecure Internet Links	Insecure Internet Links are all network links that originate from a locale or travel over lines that are not totally under the control of CTS.
Encryption	Secure CTS Sensitive information in accordance with the Acceptable Encryption Policy. International issues regarding encryption are complex. Follow corporate guidelines on export controls on cryptography and consult your manager and/or corporate legal services for further guidance.

## Revision History

Revisions made 9/4/2023
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