



EMAIL RETENTION AND ARCHIVING POLICY ERJ 4.3.1

INTRODUCTION

The rise to predominance of electronic communication mandates electronic message management systems comparable to existing hard copy filing systems.

Employees and volunteers of Edmund Rice Justice Aotearoa New Zealand Trust acquire no rights in any material, electronic or otherwise, created by in the course of their employment, or accessed on Edmund Rice Justice Aotearoa New Zealand Trust equipment.

PURPOSE

Electronic document retention management needs to meet multiple objectives:

1. that email retention does not materially degrade IT system performance;
2. that important emails remain accessible for operational purposes;
3. that legal document retention requirements are met; and
4. that *Privacy Act* obligations to delete certain personal information is complied with.

To help employees determine what information sent or received by email should be retained and for how long, this policy identifies the broad categories of electronic messages processed by the Edmund Rice Justice Aotearoa New Zealand Trust system and sets out the factors to be considered in setting practice guidelines to be adopted in each case.

CORE POLICY

Material that should be preserved should be clearly distinguished from material that should be purged from the system.

AUTHORISATION

Chair

2015

Edmund Rice Justice Aotearoa New Zealand Trust

Policy number	ERJ 4.3	Version	1
Drafted by	James Devereaux	Approved by Board	
Responsible person	ERJANZ Board	Scheduled review date	March 2017



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RESPONSIBILITIES

It is the responsibility of the Chairperson to ensure that:

- staff and volunteers are aware of this policy;
- any breaches of this policy coming to the attention of the board are dealt with appropriately.

It is the responsibility of the all employees and volunteers to ensure that their usage of email conforms to this policy.

PROCESSES

The first step is to consider whether there is a particular legal obligation to retain the email for a minimum period of time. The email can then be classified for Edmund Rice Justice Aotearoa New Zealand Trust's internal purposes as one of:

1. Material of permanent significance (perpetual)
2. Administrative correspondence (4 years)
3. Fiscal correspondence (4 years)
4. General correspondence (1 year)
5. Ephemeral correspondence (retain until read and acted upon, then destroy)

The email should then be retained for the longer of the minimum legal period and the period set down in [Name of Organisation]'s internal classification.

Classification of Correspondence

1. Material of permanent significance

Material that requires permanent retention include:

- any material required to be retained in accordance with legal obligations
- items of historical significance to the organisation;
- emails creating or recording permanent legal relationships; and
- items recording significant policies or precedents.

To ensure material of permanent significance is retained in an accessible format, a mailbox admin@erjustice.org.nz is to be created. Users should copy (cc) to this address when receiving or sending such email.

2. Administrative Correspondence

Edmund Rice Justice Aotearoa New Zealand Trust Administrative Correspondence includes, though is not limited to, confidential management information, employee-related information, and project-related correspondence.

To ensure Administrative Correspondence is retained in an accessible format, a mailbox admin@erjustice.org.nz is to be created. Users should copy (cc) to this address when receiving or sending such email.

3. Fiscal Correspondence

Edmund Rice Justice Aotearoa New Zealand Trust's Fiscal Correspondence includes all information related to revenue and expense for the organisation. To ensure Fiscal Correspondence is retained, a mailbox fiscal@erjustice.org.nz is to be created. Users should copy (cc) to this address when receiving or sending such email. Retention of such material will be administered by the IT officer.

4. General Correspondence

Edmund Rice Justice Aotearoa New Zealand Trust's General Correspondence covers information that relates to customer interaction and the operational decisions of the organisation. The individual employee is responsible for email retention of General Correspondence where this is likely to be of continuing usefulness. General correspondence may include such things as Instant Messenger Correspondence, which may be saved with the 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.

5. Ephemeral Correspondence

Edmund Rice Justice Aotearoa New Zealand Trust's Ephemeral Correspondence is by far the largest category and includes personal emails, emails dealing with the work of the day, and emails containing information outdated by events. Staff may destroy this after reading and acting on the material.

6. Personal Information

Storage

It shall be the responsibility of the Chairperson or their nominee to maintain backup discs or cloud back-up, and archiving from the Edmund Rice Justice Aotearoa New Zealand Trust email server. The email server should be backed up at least daily.

Where physical back-up media is used (rather than cloud storage) then at least once a quarter a set of discs shall be taken out of the rotation and be moved offsite. Email shall not be removed from the offsite backup discs.

RELATED DOCUMENTS

- [Acceptable Use of Computers, Internet & Email Policy](#)
- [Confidentiality Policy](#)
- Network Policy

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Chair

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