

**From:** Cross, William (ITS)  
**Sent:** Monday, February 23, 2015 11:51 AM  
**To:** dos.dl.All.Users  
**Subject:** FW: 90-Day Email Retention Enforcement

As a reminder to all DOS users, a 90-day email retention policy was adopted by the State in June 2013. Since that time, users have been required to delete any email older than 90 days unless there is a need to retain the mail longer for record retention or operational purposes. In these cases, email may be moved to the “Retain” folder within Outlook or saved to a location outside of the Office 365 mailboxes.

While automatic enforcement of this policy (automatic purging) was enabled within NYSeMail at the time the policy was implemented, this purge may or may not have been fully-implemented within the new Office 365 environment.

**We have been notified that ITS will, again, be enforcing the automatic 90-day purge policy beginning this evening. As such, users are encouraged to review their mailboxes and take the appropriate action to save any messages that need to be retained longer than 90 days, either via the “Retain” folder or saving outside of Office 365.**

Note, most DOS users currently utilize Outlook archives for purposes of storing email outside of Office 365 mailboxes; however, ITS recommends storing messages to an agency file share (such as H: or G: drives). Also, you are able to create folders under the “Retain” folder to keep saved email organized. If you require any assistance in moving email or utilizing archiving, please contact the ITS GGC Help Desk at: [its.sm.esd@its.ny.gov](mailto:its.sm.esd@its.ny.gov) or (518) 473-6936

Bill Cross

**William D. Cross**

Director, Business Solutions  
Department of State  
**Office of Information Technology Services**  
One Commerce Plaza, Suite 1130  
99 Washington Avenue  
Albany, NY 12231-0001  
(518) 474-8512 | [William.Cross@its.ny.gov](mailto:William.Cross@its.ny.gov)  
[www.its.ny.gov](http://www.its.ny.gov)