

HOWARD COUNTY PUBLIC SCHOOL SYSTEM
10910 Clarksville Pike
Ellicott City, MD 21042

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Chief Operating Officer
Email Retention - Revised

TO: All Staff

FROM: Camille B. Jones
Chief Operating Officer

Effective October 1, 2014, the email retention parameters for the Howard County Public School System (HCPSS) Exchange email system will be as follows:

- Inbox – unlimited
- Sent emails – 60 days
- Deleted emails – 30 days
- Junk emails – 30 days

Staff members who wish to retain “Sent” emails beyond the 60-day window are to follow the steps outlined in the Exchange Retention Resource section of the Staff Hub. These resources can be accessed through the following [link](#).

Please be aware that all electronic communications are discoverable and must be provided when issued a subpoena by the legal system.

CBJ/bvm