

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

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Chief Business and Technology Officer

Email Retention - Revised

To: All Staff

From: Rafiu O. Ighile, CPA
Chief Business and Technology Officer

Effective June 1, 2018, the maximum retention parameters will be applied to email contained within the below system level email folders in all Howard County Public School System (HCPSS) accounts:

- A. Inbox – 1 year
- B. Sent Items – 60 days
- C. Deleted Items – 30 days
- D. Junk Email – 30 days

Emails not deleted prior to the maximum retention parameter will automatically expire, and be removed from the email system based on the timeframes listed above. Staff members who wish to retain emails they have sent beyond the 60-day window are to follow the steps outlined on the [Technology Resources Canvas Community](#). However, users should be aware that all emails in the Inbox folder will have a maximum retention period of one year, at which point they will automatically be expunged from the system.

Please be aware that all electronic communications are discoverable and must be provided when issued a subpoena by the legal system. Additionally, electronic communications are subject to the Maryland Public Information Act (MPIA), and may be made public for inspection upon request. More information about MPIA can be accessed through the following [link](#).

ROI/JB/md