



Email Retention Policy

This policy is an addendum to the Staffordshire Police (SP) Retention Schedule 2022, and they should be read in conjunction with each other. In addition, the Email Retention Procedure describes the actions the workforce is expected to take in line with this policy.

To comply with the Data Protection legislation (GDPR EU 2016/679 and Data Protection Act 2018), Police Information and Records Management Code of Practice and other legislative requirements, SP must ensure that data is retrievable, managed correctly and only retained for as long as is required.

This policy outlines how long SP will retain emails for.

The standard retention for all emails (whether sent or received) is 2 years. Thereafter, emails are automatically weeded from both individual and shared mailboxes. This is a continuous daily background process. Once deleted, emails cannot be recovered.

There are a small number of email accounts that, due to business requirements, need to be retained longer than 2 years. For those business areas SP have created two longer retention options of 7 or 18 years.

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