

<b>SUBJECT:</b> Archived E-Mail – Facilities & Safety	<b>Effective Date:</b> 2/29/12	<b>Policy Number:</b> FSP 2012 RM0003	
	<b>Supersedes:</b>	<b>Page</b> 1	<b>Of</b> 2
	<b>Responsible Authority:</b> Associate Vice President, Facilities & Safety		

**APPLICABILITY/ACCOUNTABILITY:**

This policy applies to all employees and departments within Administration & Finance, Facilities & Safety.

**POLICY STATEMENT:**

The purpose of this policy is to ensure that Facilities & Safety personnel retain e-mail records required by the University and that those records are accessible for the required period of time, even when personnel are no longer employed by the University.

**POLICY:**

All business-related e-mails will be archived within the current software system used by the University of Central Florida.

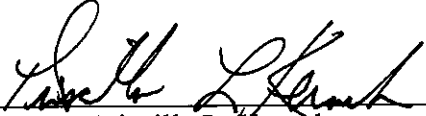
Upon employee termination, an employee’s e-mails will be archived by the Facilities & Safety Systems Administrators, who will maintain access to the employee’s University e-mail account.

When access is required for University business, employees will search archived e-mails and provide all pertinent information to the appropriate parties. Facilities & Safety Systems Administrators will access the accounts of former employees, as necessary, to provide information stored in their archives.

**REFERENCES:**

UCF Policy 2-100.2 Florida Public Records Act

UCF Policy 4-001 Retention Requirements of Electronic Mail

Approved By:	Date Approved:
 Priscilla L. Kernek Associate Vice President Administration and Finance Facilities and Safety	