



Saving Email Messages

2 Year Storage of Email

Excerpt from the, “Email Retention Policy” (OCIO 14-02)

Execution of Retention Policy

1. E-mail in the inbox, sent items and drafts folders within the user’s mailbox will be removed ninety (90) days after the e-mail is received, sent, or drafted. E-mail will be automatically removed from these views by the Office of the CIO and is retained in the e-mail journal until the agreed upon retention period of five (5) years from creation date.
2. **E-mail placed in user created folders associated with the root mailbox are removed two (2) years after receipt or sending of the e-mail.** E-mail will be automatically removed by the Office of the CIO.

Microsoft Outlook Instructions – 2 Year Storage of Email:

1. Per the Email Retention Policy, messages left in your inbox will be purged after ninety (90) days. If you want to save your emails for up to 2 years, they will need to be moved to a user created folder associated with the root mailbox. Subfolders in either “Inbox” or “Sent Items” will only be preserved for ninety (90) days. See graphic below.
2. To create a 2-year retention folder, do the following:
 - a. From within the Microsoft Outlook desktop application, right-click on the root mail box address (YourName@bart.gov) or on another previously created root folder, like “Folders” if you desire to make a subfolder.
 - i. If your mailbox was migrated from Lotus Notes, your Lotus Notes folders are likely subfolders under “Folders” in Microsoft Outlook.
 - b. Select, “New Folder”
 - c. Name the Folder
 - d. Press Enter on the Keyboard - Complete

