

EMAIL RETENTION AND STORAGE POLICY

Policy number	POL024	Version	002
Drafted by	PM	Approved by Branch Executive on	12 November 2013
Responsible person	Business Manager	Scheduled review date	May 2015

INTRODUCTION

The rise to predominance of electronic communication mandates electronic message management systems comparable to existing hard copy filing systems.

Elected Officials, employees and volunteers of the Union acquire no rights in any material, electronic or otherwise, created by in the course of their employment, or accessed on Union equipment.

PURPOSE

The purpose of this policy is to determine what information sent or received by email should be retained and for how long.

POLICY

All information sent or received by email will be retained on the Union server for a period of 7 years.

All financial records sent or received by email will be printed off as a paper-based record and stored in accordance with the Records Management Policy.

All other records sent or received by email that are required to be stored for longer than 7 years will be printed off as a paper-based record then stored and disposed of in accordance with the Records Management Policy.

AUTHORISATION

Secretary
AEU ACT Branch

EMAIL RETENTION AND STORAGE PROCEDURES

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Responsible person	Business Manager	Scheduled review date	May 2015

RESPONSIBILITIES

It is the responsibility of the Business Manager to ensure that this policy is implemented.

It is the responsibility of the Secretary, all employees and volunteers to ensure that their usage of email conforms to this policy.

PROCEDURES

The Business Manager will ensure that:

- all information sent or received by email is retained on the Union server for a period of 7 years
- backup discs and/or secure offsite storage arrangements for all data contained within the Union's server is maintained
- all financial records sent or received by email are printed off and archived as a paper-based record and stored in accordance with the Records Management Policy.
- all other records sent or received by email that are required to be stored for longer than 7 years will be printed off as a paper-based record then stored and disposed of in accordance with the Records Management Policy.

RELATED DOCUMENTS

- Copyright Policy (POL020)
- Records Management Policy (POL048)

AUTHORISATION

Secretary
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