

Dear Staff and Elders,

It has been the practice of many to use their email as a storage tool for important documents and other attachments, for filing emails for future reference for work projects, and more. This has resulted in a large repository of emails on our machines and servers, which has increased the size and cost of backing up our technology. We are now shifting to a new email retention policy, which will automatically retain emails only from the last 90 days on our machines, servers, and backups. Attachments sent through the email system that you need to keep should be saved on the shared file server under your department file or under a private storage. Please contact IT for assistance with using the file server or setting up a private storage file.

By the end of business on Friday, April 4, 2014, we will implement this new retention policy, and it will be added to the online Operations Manual immediately.

New Policy

3.5.12 Email Retention

It is important to the stewardship of our technology resources, storage, backup, tech support, and help desk support costs that all Mars Hill email will be retained for 90 days, and then deleted. This will also ensure that we do not retain communications longer than necessary. This retention policy will be set to daily delete on the 91st day on the servers and will carry out the policy automatically on our computers, exchange server, and CrashPlan backups. Anyone who wishes to have this retention policy set for a shorter period may do so by sending a request to the help desk. In addition, email may not be stored using offline storage such as external hard drives, exporting emails, or any other method of storing or retaining emails by any user. All emails, as stated in policy 3.5.9, are the property of Mars Hill Church. Therefore, the only approved method for storing and retaining MH email is on the MH Exchange server, your Outlook account and email inbox, and the CrashPlan backups. All of which are governed by this 90 day retention policy.

Action

If you have any attachments that you wish to save which are contained in saved emails, please retrieve and save those attachments prior to the end of business day, April 4th. In addition, if you have previously stored emails on external hard drives, offline storage, cloud storage, or other media, you are required to delete those emails by the same deadline. The email server will be down from 6pm-10pm on April 2nd to prepare for this change.

Thank you for helping improve our stewardship and reduce the risk of storing old email unnecessarily.