Information

Email Retention

Effective

February 14, 2011

Number

ISO-019 v2.1

Applicability

This policy applies to all University employees (faculty, staff, administrators, and student employees), students, temporaries and contractors, volunteers, visiting scholars, and other persons as deemed appropriate while conducting/performing work, teaching, research, or study activity using University resources. This policy applies to all facilities, property, data, and equipment owned, leased, and/or maintained by the University of Louisville or its affiliates.

Administrative Authority

Executive Vice President and University Provost

Responsible Unit

Information Technology
Miller IT Center, Louisville, KY 40292
IT Helpdesk Phone: 502-852-7997
IT Helpdesk ServiceNow or Live Chat: https://louisville.edu/it/helpdesk

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History

This policy is subject to change or termination by the University at any time. This policy SUPERSEDES all prior policies, procedures or advisories pertaining to the

same subject.

This policy will be reviewed annually to determine if the policy addresses University risk exposure and is in compliance with the applicable security regulations and University direction. In the event that significant regulatory changes occur, this policy will be reviewed and updated as needed per the Policy Management process.

Approved February 14, 2011 by the Strategic Technology Executive Committee

Revision Date(s):

1.0 / February 14, 2011 / Original Publication

1.1 / January 29, 2013 / Content Update

1.2 / September 30, 2014 / Content Review

2.0 / March 8, 2016 / Content update of Responsibilities to IT and update to new template

2.1 / June 17, 2025 / Content update per current retention requirements and ITS process

Reviewed Date(s): September 30, 2014; March 8, 2016; June 17, 2025

Categories

Reason for Policy:

The purpose of this policy is to ensure the retention of University information necessary to fulfill academic, administrative and legal requirements.

The User Accounts and Acceptable Use Policy serves as the foundation for this policy.

Statement:

The University of Louisville (University) issues students and employees (faculty, staff, administrators, and student employees) a University electronic mail (email) account. Additionally, sponsored, gratis, or service email accounts may be granted as needed for conducting University business.

Email records must be retained in order to fulfill academic, administrative and legal requirements and per University, state and federal requirements.

Responsibilities:

Policy Authority/Enforcement: Enterprise Information Technology is responsible for the development, publication, modification and oversight of this policy and associated standards. ITS works in conjunction with University Leadership, Information Security Compliance, Audit Services and others for development, monitoring and enforcement of these policies and standards.

Policy Compliance: Failure to comply with these policies and standards and/or any related information security and/or information technology policy, standard or procedure may result in disciplinary action up to and including termination of employment, services or relationship with the University and/or action in accordance with local ordinances, state or federal laws.