



TITLE	POLICY NUMBER	
Email Retention	DCS 05-22	
RESPONSIBLE AREA	EFFECTIVE DATE	REVISION
DCS Information Technology	July 2, 2018	1

## **I. POLICY STATEMENT**

The purpose of this policy is to establish the retention policy for a Department of Child Safety (DCS) O365 mailbox once a DCS employee leaves the Department.

## **II. APPLICABILITY**

This policy applies to all DCS information systems, processes, operations, and personnel to include all employees, contractors, interns, volunteers, external partners and their respective programs and operations.

## **III. AUTHORITY**

[HIPAA Administrative Simplification, Security and Privacy, 45 CFR Part 164, March 2013.](#)

[IRS Publication 1075, Tax Information Security Guidelines for Federal, State and Local Agencies, Revision 9-2016.](#)

[NIST 800-53 Rev. 5, Security and Privacy Controls for Information Systems and Organizations, September 2020.](#)

## **IV. DEFINITIONS**

Department or DCS: The Arizona Department of Child Safety.

Litigation Hold: The process of collecting and holding records that may be relevant to pending or expected litigation or other legal process (e.g., court-ordered retention orders, audits, grievances, public records requests).

## **V. POLICY**

- A. All electronic mail (email) and transmissions (send, reply, forward) sent from or received by the DCS O365 mailbox will be retained for a period of 30 calendar days after a DCS employee leaves the Department.
- B. On day 61, all electronic mail (email) and transmissions (send, reply, forward) sent from or received by the DCS O365 mailbox will be purged from the DCS system unless the employee is in Litigation Hold.
- C. If the DCS O365 mailbox is in Litigation Hold, the data will be retained until the case related to the Litigation Hold is resolved or released.