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Office of the City Clerk, City of Los Angeles

This report was generated by the Council File Management System on 04/19/2024

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**Council File Number**

[05-0633](#)

**Title**

E-MAIL RETENTION POLICY

**Subject**

Communication from the City Administrative Officer / Document Management Steering Committee, dated April 13, 2005, relative to implementation of e-mail retention policy.

**Last Change Date**

05/23/2005

**Initiated by**

City Administrative Officer

**Archive History**

4-13-05 - For ref

4-13-05 - Ref to Information Technology and General Services Committee

4-14-05 - File to Information Technology and General Services Committee Clerk

5-18-05 - Council Action - Information Technology and General Services Committee report ADOPTED to INSTRUCT all City departments, offices, and bureaus to implement an e-mail retention policy in accordance with the following provisions:

a. For disaster recovery purposes, each department, office, or bureau managing an e-mail system must create and store in a secure location, a back-up tape of the full e-mail system on a weekly basis and retain the back-up tape for a period of 30 days.

b. An e-mail or an attachment to an e-mail that qualifies as a public record pursuant to Section 12.1 (i) of the Administrative Code shall be retained in one of two ways:

1) The e-mail or e-mail attachment may be printed out and retained in paper format in accordance with the department/office/bureau Records Retention Schedule.

2) The e-mail or e-mail attachment may be retained in an electronic archive if it is categorized and retained in accordance with the department/office/bureau Records Retention Schedule.

c. The department/office/bureau having custody of the record to which an e-mail that qualifies as a public record pertains shall have primary responsibility for retaining the email. It would not be necessary to retain an e-mail communication if the official version is produced in paper format.

5-20-05 - File to Information Technology and General Services Committee Clerk OK

5-23-05 - File in files