



THE CITY OF SAN DIEGO

MEMORANDUM

DATE: February 27, 2014
TO: All City Employees
FROM: Todd Gloria, Interim Mayor
SUBJECT: Administrative Regulation 90.67, Electronic Mail (E-mail) Retention and Deletion

On February 27, 2014, Administrative Regulation (A.R.) 90.67 regarding e-mail retention and deletion was implemented. As noted in A.R. 90.67, *e-mails that are older than one year will be automatically deleted from the City's E-mail Systems*. To date, the City has not deleted e-mails and this has resulted in our City E-mail Systems being overburdened. This A.R. was implemented to address the storage capacity issues which, if unaddressed, would require the City to purchase hardware for additional storage capacity in the future.

On March 28, 2014, the Department of Information Technology will begin automatically deleting e-mails that are older than one year from the City's E-mail Systems. Furthermore, e-mails will also be deleted on a daily basis if the e-mails are older than one year. E-mails deleted from the City's E-mail Systems will be permanently unavailable unless City staff takes affirmative steps to retain them outside of the City's E-mail Systems.

Please be reminded that the City's E-mail Systems are not intended for permanent storage and official City records must be retained as described in A.R. 85.10, the City's records disposition schedule, and records management policies.

A handwritten signature in blue ink that reads "Todd Gloria".

Interim Mayor Todd Gloria

Attachments:

1. [Administrative Regulation 90.67, Electronic Mail \(E-mail\) Retention and Deletion](#)
2. [Administrative Regulation 85.10, Records, Management, Retention and Disposition](#)