

Our Ref: FOI2017-096

Date: September 2017

**Subject: Data Management – Staff Email Accounts**

This request asked:

1. Whether SFO has a general policy on automatically deleting emails after a certain period of time. If so, what type of emails are deleted (e.g. calendar invites/sent items/inbox items/all items) and after what period of time?
2. The SFO's definition of which emails need to be kept for business or historical value.
3. Details of your organisation's policy on routinely deleting dormant accounts/those of former staff (i.e. what type of emails are deleted and after what period of time?)

Emails form part of a range of materials that have a specified retention period but there is no specific policy solely in relation to the automatic deletion of emails.

Instead, the Serious Fraud Office (SFO) holds a wider policy on review, retention and disposal which applies to all information held. This policy details retention periods according to categories of information and indicates the stage a review should take place before deletion.

Emails will be kept for historical value when they are case related. Emails in relation to SFO Policy, meetings of Senior Management Board's and other high level events in the SFO history will also be preserved under corporate material.

The SFO's policy is to disable user accounts when a member of staff has left the organisation and to delete them after 60 days. However, as set out above, there are a number of circumstances under which the actual data might be retained.

---