

Email Retention Policy

RS	Records Description	Dispo	Notes
	Emails associated with the following roles: <ol style="list-style-type: none"> 1. CEO 2. Board Members 3. Chief/VP or other executives 4. Legal 5. Positions directly supporting CEO, Chief/VP, or Board Management 6. Directors 7. Contractors with JEA.com email reporting directly to 1-5 	20 years	Emails with content which has a longer state-mandated retention than 20 years or archival value must be saved in SharePoint Online (SPO), outside of Exchange.
	Emails associated with the following roles: <ol style="list-style-type: none"> 1. Managers and all appointed employees 2. Supervisors 3. Contractors with JEA.com email addresses reporting to appointed employees or supervisors. 4. Roles not otherwise described, but which set policy, administer programs, or certify transactions. 	12 years	Emails with content which has a longer state-mandated retention than 12 years or archival value must be saved in SPO, outside of Exchange.
	Emails associated with the following roles: Assigned to individuals not included above and contractors not reporting directly to management.	7 years	Emails with content which has a longer state-mandated retention than 7 years or archival value must be saved in SPO, outside of Exchange.
	Shared Mailboxes	Contents individually identified by records series or 7 years, whichever is longer.	Emails with content which has a longer state-mandated retention than 7 years or archival value must be saved in SPO, outside of Exchange.
	Email associated with the following types: <ol style="list-style-type: none"> 1. OSA records 2. Spam, advertisements, or non-business emails 	Contents individually identified and disposed of annually through Exchange Administrator.	

1. JEA's Legal Department has reviewed and approved this policy. The state of Florida Records Management division has agreed to this methodology.
2. Legal, Audit or Investigation holds suspend the destruction process.

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