

UMSL

Information Management

Retention Schedules for Deleted Electronically Stored Information (ESI)

Purpose

To establish guidelines for retention of **deleted** electronically stored information (ESI) in order to strike an acceptable balance between the customer's need to recover deleted files and the substantial costs associated with the back-up and long term storage of this information.

Definitions

Archives

Long term storage for ESI maintained for historic purposes. Centrally managed systems, such as the email servers, should not be used for archiving purposes.

Back-up Information

Copies of ESI, system configurations, etc. made at periodic intervals for purposes of disaster recovery and business continuity.

Electronically Stored Information (ESI)

ESI consists of any and all data stored, backed-up or maintained on a computer or telecommunications system. It includes, but is not limited to, email and other relevant files associated with the Exchange email system, files of any type (.doc, .xls, .ppt, etc.), video files, images, network and system logs, raw data, etc.

Legal Custodian

The legal custodian of an electronic University record is the originator of an electronic message or the creator of an electronic document if that person is a University employee; otherwise it is the University employee to whom the message is addressed or to whom the electronic document is sent. If the record is transferred, by agreement or policy, to another person for archival purposes, then that person becomes the legal custodian. (BPM-902)

University Records

Any papers, E-mail, electronic record, electronic image, maps, photographs, original microfilm, or other documentary materials regardless of physical form or characteristics, made, produced, executed or received by any academic or administrative staff member in connection with the transaction of University business or maintained as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of a University department or business unit. (BPM-902)

Policy

All University departments that provide or manage central IT and/or Telecom services for their users must document their back-up and retention policies or procedures and ensure that those policies and procedures are followed consistently. The retention policy must specify the amount of time that a particular item of ESI can be recovered after it has been deleted but in no case shall it exceed 120 days.

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Responsibilities

Central Information Technology (IT) organizations

The central IT organizations at the University System and at each University entity will establish and publish retention schedules for any back-up and deleted ESI managed by those groups. This will include, but is not limited to, systems such as the central email servers and PeopleSoft.

Legal Custodians

The legal custodian of the information remains responsible for ensuring that ESI that constitutes a University record is handled appropriately. IT system administrators are **NOT** the legal custodians of information that may be contained in back-up or deleted files.

Non-central IT organizations

Schools, Colleges and other divisions or departments that provide or manage central storage service for their users must document their back-up and retention policies or procedures.

Media Destruction

Departments must ensure that tapes or other forms of media scheduled for destruction are disposed of properly.

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Retention Durations for UMSL Central Systems

The specific retention periods for each type of ESI maintained by the Division of IT are listed in the table below. This applies only to **deleted** data and not data stored for archive purposes.

Type of ESI or System	Duration	Applies to
Exchange e-mail ¹	30 days	UMSL Students UMSL Faculty and Staff
File and Web ²	90 Days	UMSL Students UMSL Faculty and Staff
File and Web Services	90 Days	UMSL Students UMSL Faculty and Staff
Network log files	90 Days	UMSL Network Router, Switches, VPN and Firewall logs.
Files and databases managed by UMSL	90 Days	UMSL Students UMSL Faculty and Staff
System logs	90 days	ITS Managed Servers
Phone call details	90 Days	UMSL Students UMSL Faculty and Staff
Voicemail	n/a	UMSL Students UMSL Faculty and Staff

For questions about retention durations, back-up processes, destruction of tapes or other media, please contact the UMSL Division of Information Technology at 314-516-6000.

¹ Within Exchange, messages, tasks, appointments, sent items, etc., that are in an Inbox, Sent Items folder, or other Exchange-server folder are retained until the account owner deletes or moves them to a non-Exchange-server location. Items that have been deleted from the Exchange servers are recoverable for up to 30 days. If an item has been deleted from the mail server for more than 30 days and there is no copy in an Outlook PST file on the local workstation or saved to a separate file then the item is not recoverable.

² Files that only exist for a short time (that is, created and deleted within a few days), may not even be written to backup media or only to short-term backup media. These short-lived files are not recoverable.