

DFID e-mail policy

"I would like information on whether the Department for International Development has a system in place that deletes emails around the three month mark? If this is the case, when was it introduced and under whose direction? If it is not in place, is there a process in place for the deletion of emails at any period of time and if not is there a plan for this type of process in the future?"

The request is based on the FT story <http://www.ft.com/cms/s/0/d42d3c68-141d-11e5-abda-00144feabdc0.html#axzz3dsH0YILj> – which I link to assist the request."

DFID holds information relevant to your request. DFID's email policy is to automatically delete email messages from mailboxes after 90 days. Any relevant or business critical messages must be stored in the Department's formal document and records management system, the retention of which is in line with the civil service code and guidance from The National Archives. Keeping essential emails and deleting less significant messages like diary alerts makes it easier to run searches and respond to FOI requests.

The policy, which was introduced in 2005, was developed in consultation with Information Management Unit, Internal Audit Department, IT and security specialists across DFID and was approved by DFID's Quest Design Authority Group.