

## **Observations on E-Mail Archiving**

- **An e-mail archive is a repository kept in a non-production environment to provide secure retention of messages for compliance and operational purposes.**
- **It is not good policy to treat backups made for disaster recovery as an archive (or for records retention purposes [B.Bake]).**
- **E-mail messages that are records pertaining to business transactions, activities, operations, obligations or rights and their attachments should be maintained in the archive.**
- **Transitory e-mails such as “thanks” messages, spam and employees’ personal mail should not be archived.**
- **Confidential, proprietary and attorney-client privileged information should not be conveyed or received via e-mail.**
- **E-mail is a transmission mechanism, not a unique record type with regard to retention and archives.**
- **Message and attachment contents determine retention time according to predetermined record schedules.**

**Summarized from: “What You Should Know About E-Mail Archiving,”**  
**TRANSFORM, Taking Control of Content & Business Processes,**  
**[<http://transformmag.com>]. (August 2004)**