

## E-Mail Retention Practices Around Illinois

County	Departed E-mail Kept...	Legal Copy or Journal Kept...	Notes
Lake County	Indefinitely	Forever. Transitioning to a fixed amount of time which is TBD.	
McLean County	Requested e-mail turned over to supervisor. County IT does not keep departed mailboxes.	Forever (starting in 2007)	Archiver tool used with auditing and locked down to 2 administrators
Will County	7 years. Only shared with supervisors upon written request for a short period of time. Given as read only.	7 years. Purged once a year. Employees can keep e-mails longer within their mailbox quotas.	
Sangamon County	Most e-mail accounts deleted after 90 days. Critical accounts held for at least 7 years.	Critical departments kept at least 7 years.	Archive system has only been operational 3 years. No purge yet scheduled.
McHenry County	30 days of active retention and then all future access is through the archive (kept forever)	Forever	Using Symantec Vault for archiving
Rock Island County	Departed accounts are merged with their supervisors. Accounts are kept until permission for deletion is given from the supervisor	No formal journaling or archival. E-mails are kept at the discretion of the recipient. No account quotas and deleted e-mails are only kept as long as tape backup schedule allows.	Interested in a better solution/policy.
Winnebago County	Forever	Forever	
Madison County	Department discretion with 30 day forward to manager	Indefinitely. Since 2006	
DuPage County	Follows 2 Year master retention schedule	2 Year retention for active e-mails. Deleted e-mails are kept for an additional 60 days.	

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Kane County	We archive terminated employees to a file and give the file to the office or department (DVD)	2 years at present for archiving.	We will import the file by request of record owner, department head or elected official. We use an archiver appliance (Barracuda) with a two year retention policy.
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