

Dear

I am writing to you in reply to your Freedom of Information Act (FOIA) request to Nottinghamshire County Council. I have the following information.

Can you please detail how long your organisation retains emails for?

Until 150 days post-employment.

How long to retain a mailbox after that staff member has left the organisation?

150 days

Do you limit the size of staff members mailboxes?

Yes

If so, how do you encourage staff to remain under this limit?

Guidance and advice

Do you automatically delete email from mailboxes after a specified period?

No

For audit and compliance purposes do you retain email in a separate system after they have been deleted from a staff member mailbox?

No

Do you have a specific email management policy?

We have a policy about e-mail usage.

Do you have a specific mailbox management policy?

No

How do you prevent staff from using council email for personal use?

We don't

If staff are using email for personal use how do you mitigate against this?

N/A

Have you implemented any measures technical or otherwise to prevent staff from inadvertently sending email to an incorrect email recipient?

No hard controls.

Do you disable autocomplete?

No

Do you allow staff create local mail archives (PST or OST) files?

No

If not, what measures do you have in place to prevent this?

Training and Guidance

Can you send me any recommendations or reports made to your management team or ICT director concerning the retention periods for business emails?

N/A

Can you send me any recommendations or reports made to your management team or ICT director concerning the use of council systems for work purposes only?

N/A

If you have any queries or concerns then please contact me. Please remember to quote the reference number above in any future communications.

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you should write to the Team Manager, Complaints and Information Team, County Hall, West Bridgford, Nottingham, NG2 7QP or e-mail foi@nottscc.gov.uk.

Yours sincerely

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