



## E-Mail Backup and Restore Policy

Applies To:	All	Policy Number:	ITS-0011
Issued By:	AVP for ITS	Policy Version Number:	
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### Policy

All e-mail accounts are backed up on a weekly basis for the purposes of disaster recovery. E-mail backups are stored for five weeks and then tapes are recycled.

The cost for restoration of e-mail is very significant to the University and therefore the restoration of e-mail may only be performed at the request of the University's Senior Attorney for legal matters.