

From: [Stuart Davis](#)
Subject: Email Retention Change - Phase Two - July 25th, 2024
Date: Tuesday, June 25, 2024 1:32:41 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)

College of the Desert is implementing phase two of our email retention process this summer.

Effective July 25, 2024, Information Technology will be setting email retention to three years of history, which reduces retention by four years. This shift greatly reduces the overhead and costs associated with email retention for our District. This also helps further expedite record restoration and record requests as associated with email. Following this change, you will be unable to access any emails older than three years, so if you have older emails that you want to save, you can save them individually. Information Technology will be unable to restore emails older than three years after this change has been implemented.

This effort was discussed at various groups throughout the College in the spring semester and was approved to move forward.

Thank you in advance for your understanding.

Stuart Davis (he/him/his)
Executive Director, Educational Technology



Phone: 760.862.1300
Email: stdavis@collegeofthedesert.edu

43500 Monterey Avenue Palm Desert, CA 92260
www.collegeofthedesert.edu

