



State of Illinois
Department of Central Management Services

ELECTRONICALLY STORED INFORMATION RETENTION POLICY

Effective February 15, 2009

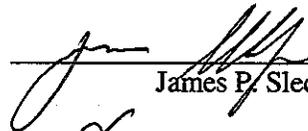
State of Illinois
Department of Central Management Services
Bureau of Communication and Computer Services

**ELECTRONICALLY STORED
INFORMATION RETENTION POLICY**

Effective February 15, 2009
Version 1.0

APPROVAL SHEET

CMS Director:


James P. Sledge

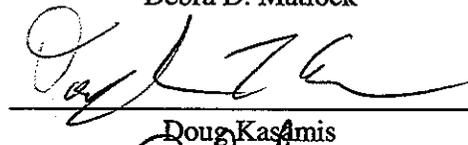
Date: 2-9-09

CMS General Counsel:


Debra D. Matlock

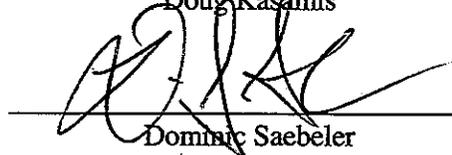
Date: 2/9/09

CMS/BCCS Deputy Director:


Doug Kasamis

Date: 2/9/09

CMS/BCCS Deputy General Counsel:


Dominic Saebeler

Date: 2/9/09

Please Return to: CMS/BCCS
Deputy General Counsel
120 W. Jefferson
Springfield, IL 62702

Thank You.

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POLICY STATEMENT

The State of Illinois (State), Department of Central Management Services (CMS) will manage electronically stored information (ESI), including the Illinois Enterprise Email System, in accordance with applicable law.

PURPOSE

To provide for the efficient, consistent and effective management of ESI. The management of ESI includes retention, preservation or deletion and when applicable, production of ESI as required by law.

SCOPE

All ESI created or received by CMS, or Applicable Agency, as well as all ESI under the control of CMS is subject to this policy. The terms of this policy do not supersede any state or federal laws, or any other Agency policies regarding information retention, confidentiality, dissemination, or conduct of employees. Agencies that utilize CMS services to manage their email and other ESI may request CMS to integrate requirements of Agency-specific policies into CMS management of ESI for that specific Agency.

DEFINITIONS

The definitions listed below are meaningful for this policy. In the event of conflict between definition(s) in this policy and definition(s) in any other policy or in the BCCS Terminology Glossary, the definition in this policy shall control.

User: An employee assigned rights to an email account in the Illinois Enterprise Email System.

Applicable Agency: An Agency that has not developed its own ESI or Email Retention Policy and as a result is subject to this policy or chooses to adopt this policy.

Record (also referred to as State Record): As defined in the State Records Act (5 ILCS 160/2).

RETENTION AND DELETION STANDARDS

The State Records Act (5 ILCS 160) requires Agencies to keep Records for minimum periods of time and to seek approval for the deletion of that information. State Agencies may create a State Record through the process of drafting, sending, receiving or handling ESI. Each Agency head shall submit to the State Records Commission, lists or schedules of records in his or her custody and the proposed length of time each record series warrants retention. The Agency may have existing record series that cover retention or deletion of ESI. As with any State Record, Agencies should seek authorization from the Commission prior to deletion of an ESI Record. The State Records Commission ultimately approves Agency record series and any associated deletions. Agencies are not required to seek approval from the State Records Commission for appropriate length of retention or the deletion of non-record information.

Illinois Department of Central Management Services
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RESPONSIBILITY

CMS, or Applicable Agency, is responsible for retention or deletion of email and other ESI it creates or receives and to manage email and other ESI, including to preserve certain information and/or to produce certain information, in accordance with state or federal law.

CMS will retain or delete email information that is a Record in accordance with the State Records Act. Non-Record email information will be retained according to parameters set by CMS. Specific instructions for the mechanics of retaining Record and non-Record email information created or received by CMS are set forth in the Email User Manual.

POLICY

CMS:

1. Will manage email on the Illinois Enterprise Email System in accordance with public access and record retention laws;
2. Will produce ESI to third parties as appropriate and required by law;
3. Will use litigation holds, as necessary, to preserve or suspend the deletion or destruction of ESI that could otherwise be deleted or destroyed at the conclusion of the applicable retention period;
4. Will support the litigation hold requirements of agencies utilizing CMS services; and
5. Will develop and maintain an Email User Manual describing instructions for use of the Illinois Enterprise Email System.
6. Will dispose of non-Record ESI after use of such information is complete

STATE AGENCIES:

7. State Agencies shall be responsible for determinations regarding retention or deletion of all ESI created and/or received and stored on equipment managed by CMS.
8. State Agencies should have an ESI and/or email retention policy. The Agency policy will control in the event of any conflict between it and this CMS policy regarding Agency management of ESI. If a State Agency does not have its own ESI and/or email retention policy, then this policy will apply until a separate policy is drafted and made effective by such Agency.

USER:

9. Should sort email within thirty (30) days of sending or receiving;
10. Should delete non-Record information when the information is no longer useful;
11. Should identify email information that User has retained for the necessary period of time so that it can be destroyed in conformity with this policy;
12. Should review the Email User Manual so that User is aware of the functionality available and requirements necessary for proper email management;
13. Owns the Record responsibilities for all email sent from User's Illinois Enterprise Email System account; and
14. Owns the Record responsibilities for all email received from outside the Illinois Enterprise Email System.