



Six year email retention begins Monday, July 1

As a reminder, on Monday, July 1 we will continue the gradual phase-in of the Prisma Health 120 day email retention policy by reducing retention in Outlook Inbox, personal folders, and archive to six years.

The complete transition schedule is as follows:

- May 1: Email older than 10 years will be permanently deleted
- June 1: Email older than 8 years will be permanently deleted
- **July 1: Email older than 6 years will be permanently deleted**
- Aug. 1: Email older than 5 years will be permanently deleted
- Sept. 1: Email older than 4 years will be permanently deleted
- Oct. 1: Email older than 3 years will be permanently deleted
- Nov. 1: Email older than 2 years will be permanently deleted
- Dec. 1: Email older than 1 year will be permanently deleted
- Dec. 31: Email older than 120 days will be permanently deleted

You can save emails older than the retention limit by using OneNote and PDF:

OneNote:

- Don't open the email
- Right click on the email you want to save
- Scroll down about two thirds of the way to OneNote and save it to a "Notebook" (folder) you have set up in OneNote

PDF:

- Open the email
- Select print
- Instead of selecting a printer, select PDF (it may say "CutePDF Writer" instead)
- After a moment, it will create a PDF that you can save to a network or local folder

This method (PDF) will not save any attachments from the email; those will need to be saved separately.

If you believe you have a legal or regulatory need to retain email for greater than eight years you can submit a request for consideration through the Service Center. Requests without sufficient legal or regulatory needs will not be approved. To do so:

1. Go to the Plexus home page and select I/S Support (upper right hand corner)
2. Select service center
3. Email retention request
4. Complete the form with information substantiating your request