

Office 365 Email Retention Policy

A retention policy defines how long to keep email in certain folders. San Jacinto College Employees can set the retention policy on any folder they create. However, some system-level folders, also known as default folders, have retention policies that cannot be modified.

Retention policies for default folders

Retention policies for default folders are automatically enforced.

DEFAULT FOLDER	RETENTION
Inbox	Until manually deleted
Deleted Items	Until manually deleted
Length of items are available after being deleted from the Deleted Items folder	14 days
Junk Email	30 days
Sent	Until manually deleted

Retention policies for personal folders

Personal retention policies for folders you create can be assigned from webmail. If you do not assign a policy, the folder or subfolder uses the policy of its parent folder.

To see the retention policies that are currently available to you, log into webmail, click the Settings icon, and then click Mail. In the left pane, navigate to Mail > Automatic processing > Retention policies.

To assign a retention policy to a folder:

1. In webmail, right-click a folder and then click Assign policy.
2. Click the retention period for which you would like to keep messages in this folder before they are automatically deleted.

Additional Backups

System	ITS or Vendor	Backup type (full, incremental)	Backup frequency (daily, weekly, monthly)	Retention Period	Notes
Banner	ITS	Incremental	Daily	6 Days	
Banner	ITS	Full	Weekly	3 Weeks	
Banner	ITS	Full	Monthly	1 Year	
G Drive	ITS	Incremental	Daily	6 Days	
G Drive	ITS	Full	Weekly	3 Weeks	
G Drive	ITS	Full	Monthly	1 Year	
H Drive	ITS	Incremental	Daily	6 Days	
H Drive	ITS	Full	Weekly	3 Weeks	
H Drive	ITS	Full	Monthly	1 Year	
P Drive	ITS	Incremental	Daily	6 Days	
P Drive	ITS	Full	Weekly	3 Weeks	
P Drive	ITS	Full	Monthly	90 Days	
VDI	ITS	Incremental	Daily	90 Days	
VDI	ITS	Full	Weekly	90 Days	