



<b>POLICY</b>	<b>Issue: 1.0</b>
<b>Policy on E-mail as Records</b>	<b>Date: 01/10/2007</b>

## Policy Statement

It is the intention of the Civil Nuclear Constabulary (the Constabulary) to preserve declared records which were created as e-mail. This policy makes a distinction between ephemeral e-mails and those that need to be declared as a record and retained for business evidence.

Electronic messages, such as e-Mail, sent or received in the course of our business transactions become a part of our Corporate declared records and must be retained for as long as they are needed for our organisational requirements. Like records in other formats, they are subject to legislation and are subject to legal processes such as discovery and subpoena. Therefore we will take care to ensure legitimate interests in confidentiality are protected within the same framework of policy and practice that applies to other official records.

The Policy on Records Management addresses these issues and identifies the principles for the declaration, creation, maintenance, disposal and preservation of its records. Compliance to, and application of, the underlying principles will ensure that our records are complete, accurate and as such provide evidence and information of our activities for as long as is required.

Information and private electronic messages are generally of ephemeral value and do not need to be captured in our record keeping system. Under normal administrative practice electronic messages of ephemeral value will be 'destroyed' after **90 days**.

This policy will be promoted and explained to employees through briefings and publications; any training requirements will be covered, and, where necessary, reflected in individual personal development plans.

We will conduct regular planned audits or inspections to assess the interpretation, and the practical implementation of the policy and its underlying procedures.

## Aims of the Policy

In order for an e-mail message to be considered a complete business record, we will capture and preserve the so-called 'metadata', which contains all the routing information, along with the message content itself.

Typically, the following 'metadata' header information will be captured and permanently recorded (in an unalterable state) along with the message:

- The sender's e-mail name and address
- The recipient's e-mail name and address

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- Names/addresses of any additional recipients
- Message subject, as declared by sender
- Date/time of transmission and receipt

To have a clear implementation strategy to ensure that all employees (existing, new, contractors and temporary) are aware of their responsibilities for compliance with our ' Policy on E-mail as Records' including procedural guidance and training to facilitate accurate records.

That further development of our policy will include an action plan that will look towards the introduction of an e-mail archiving system.

This policy is not currently enacted by any further management system documents:

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