

What is the retention period for e-mail?

Georgia retention periods are determined by the content of the record, not by its format. Whether a record is on paper, in electronic form, or on microfilm, it must be retained for as long as the retention schedule specifies. So, for instance, the retention of Employee Assistance Program Case Files is 6 years after the employee completes the program.

Employee Assistance Program Case Files	Records documenting the referral and treatment of employees in an agency-sponsored assistance program	6 years after employee completes program
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All paper and electronic records—including email messages—that relate to Employee Assistance Program cases would need to be retained for the full 6 years after the employee completes the program.

It is important that agencies retain electronic files in a manner that permits them to be retrieved and viewed for the full length of the retention period. An electronic record with a 40 year retention period, for example, will need to be retrievable and readable forty years from now, despite hardware and software changes that occur during that period.