

11.00 Email Account Management

For the management of City of Winnipeg email accounts remaining at **employee offboarding**.

Does not replace existing records schedules. City records in email accounts should continue be saved in an approved recordkeeping location and managed per their requisite retention and disposition within Schedule B or Schedule C.

Emails remaining in accounts at offboarding will be retained per one of the following three records classes, dependent upon the employee’s role.

11.00 Email Account Management		Function	Description	Retention and Disposition
11.01	Email Accounts of Capstone Officials*	To preserve the email accounts of senior leadership roles at the City of Winnipeg.	<p>Email accounts of Capstone Officials, which are senior leaders designated by account level or by email addresses, whether the addresses are based on an individual's name, title, a group, or a specific program function.</p> <p>This includes senior leaders operating in an acting capacity for more than 60 days. If a Capstone official has an account managed by other staff (assistants, etc.) this applies to their accounts.</p> <p>This retention applies to all email used by the Capstone Official to conduct City business, regardless of device used or the address name.</p>	Archival.
11.02	Email Accounts of Non-Capstone Officials*	To preserve the email accounts of managers and other roles not included in records class 11.01 and 11.03.	<p>Email accounts of City staff not considered Capstone Officials or administrative staff. This class applies to the majority of email accounts/users.</p> <p>Includes positions and email not covered by schedules 11.01 and 11.03.</p>	Destroy 7 years after end of employment.



11.00 Email Account Management		Function	Description	Retention and Disposition
11.03	Email Accounts of Support and/or Administrative Positions	To preserve email accounts of Support or Administrative Positions.	Email accounts of non-supervisory positions carrying out routine and/or administrative duties. These duties comprise general office or program support activities and frequently facilitate the work of City Departments and their programs. This includes, but is not limited to, roles and positions that: process routine transactions; provide customer service; involve mechanical crafts, or unskilled, semi-skilled, or skilled manual labor; respond to general requests for information; involve routine clerical work; and/or primarily receive non record and/or duplicative email.	Destroy 3 years after end of employment.

*Contact recordsmanagement@winnipeg.ca for most current list of Capstone Officials.

