



Time to Archive

When is it time to archive files and email?

Answer: When you're done with them.

Every business should have an electronic retention policy. Intrada recommends data, including email, to be archived after three years - and all data, including email, deleted after seven years. Not only does this policy lower the amount of data managed on the network, but it also decreases the organization's liability in the event of a compromise.



Stay safe by remembering these guidelines:

According to the Email Retention Laws in the United States:

- Payment Card (PCI DSS) Credit Card Payment Info - 1 Year
- Department of Defense (DOD) DOD contractors - 3 Years
- HIPAA Section 164 Medical Records - 6 Years
- Sarbanes Oxley Act (SOX) all public companies - 7 Years
- Internal Revenue Service (US IRS) Taxes - 7 Years



Personal Records Retention Guideline: Keep everyday paperwork for three years

- Monthly financial statements
- Credit card statements
- Utility records
- Employment applications (for businesses)
- Medical bills (in case of insurance disputes)



Personal Records Retention Guideline: Documents you should keep forever

- Birth certificates
- Social Security cards
- Marriage certificates
- Adoption papers
- Death certificates
- Passports
- Wills and living wills
- Powers of attorney



Intrada encourages everyone to archive old files, but ensure your archive is in a secure location with a backup. If you need help with archiving, contact our help desk.

