

----- Forwarded by Rods47E(d) on 12/03/2013 12:41 PM -----

From: Rods47E(d)
To: Clares47E(d)
Date: 16/11/2010 09:11 AM
Subject: Fw: URGENT: FOI Request for access to emails sent to Carolyn^{s47E(d)} from individual outside of Centrelink [SEC=UNCLASSIFIED]

Hi Clare,

Are you able to answer Margaret's question below regarding retention of internal e-mail?

Regards,

Rod^{s47E(d)}
IT Security Management Team,
Security Branch,
Centrelink
Ground Floor, 167 Soward Way,
Greenway ACT
W: ^{s47E(d)} (Spectrum ^{s47E(d)})

----- Forwarded by Rods47E(d) on 16/11/2010 09:08 -----

From: Margaret^{s47E(d)}
To: Rods47E(d)
Date: 15/11/2010 17:08
Subject: Re: Fw: URGENT: FOI Request for access to emails sent to Carolyn^{s47E(d)} from individual outside of Centrelink [SEC=IN-CONFIDENCE:CUSTOMER]

Hi Rod,

Sorry to bother you again but I need something in writing (or email, actually) regarding the retention of email records sent internally between staff. I know I have been advised recently that internal emails, once moved to trash are stored there for only 45 days and then purged but that there is no movement of such internal emails to any sort of back up tape or disc. I also understand that, if emails are simply left in a staff member's email they will remain there for up to many months in some cases. I have some going back a year (I promise to do a cleanup when I get a chance!) I cannot remember what determines how long a person's inbox will hold emails if they have not been moved to trash or deleted. Incidentally, if one deletes an email is it instantly deleted?

Can you confirm or clarify any of the above which I have got wrong?

Margaret^{s47E(d)}
Senior Freedom of Information Practitioner
Ombudsman, Privacy and FOI Branch, DHS Legal Services Division

Level 12, 50 Cavill Ave, Surfers Paradise QLD

W: s47E(d)

F: s47E(d)

----- Forwarded by Rods47E(d) on 12/03/2013 12:41 PM -----

From: Margarets47E(d)

To: Rod 47E(d)

Date: 15/11/2010 05:08 PM

Subject: Re: Fw: URGENT: FOI Request for access to emails sent to Carolyn^{s47E(d)} from individual outside of Centrelink [SEC=IN-CONFIDENCE:CUSTOMER]

Hi Rod,

Sorry to bother you again but I need something in writing (or email, actually) regarding the retention of email records sent internally between staff. I know I have been advised recently that internal emails, once moved to trash are stored there for only 45 days and then purged but that there is no movement of such internal emails to any sort of back up tape or disc. I also understand that, if emails are simply left in a staff member's email they will remain there for up to many months in some cases. I have some going back a year (I promise to do a cleanup when I get a chance!) I cannot remember what determines how long a person's inbox will hold emails if they have not been moved to trash or deleted. Incidentally, if one deletes an email is it instantly deleted?

Can you confirm or clarify any of the above which I have got wrong?

Margaret^{s47E(d)}

Senior Freedom of Information Practitioner

Ombudsman, Privacy and FOI Branch, DHS Legal Services Division

Level 12, 50 Cavill Ave, Surfers Paradise QLD

W: s47E(d)

F: s47E(d)