



TOMMY THOMAS
Sheriff of Harris County
1200 Baker Street
HOUSTON, TEXAS 77002-1206

INTRADPARTMENTAL MEMORANDUM

TO: Willie Mata, Administrator, Network Administration

FROM: D.R. Billingsley, Chief Deputy, Field Operations Command *DRB 1-9-08*

DATE: January 9, 2008

SUBJECT: Order for Deletion of All Departmental Email Currently Older than Fourteen (14) Days; Order for Ongoing Deletion of Departmental Email Older Than Fourteen (14) Days

It has been determined that for purposes of records retention, departmental email should be considered "routine" "correspondence and internal memoranda" as defined under Section 1-1, subsection 1000-26 of *Local Schedule GR* ("Retention Schedule for Records Common to All Local Governments") (3rd Edition), promulgated by the Texas State Library and Archives Commission. Such routine correspondence and internal memoranda are to be maintained for "as long [a period of time] as administratively valuable", and it has been further determined that such time period should be not longer than fourteen (14) days. Therefore, please consider this memorandum as authorization for the immediate deletion of all departmental email that is, as of the date of this memorandum, older than fourteen (14) days (pre-December 25, 2007); provided, however, that this authorization is not intended to extend to any and all email that may have been placed by an email user in an authorized "Archived" folder. Additionally, this memorandum is authorization for the ongoing deletion of departmental email that, subsequent to the date of this memorandum, becomes older than fourteen (14) days, exclusive of "archived" email as described hereinabove.

Please advise if you have any questions.

DRB/jf

cc: Sheriff Tommy Thomas
M.D. Smith, Chief Deputy, Detention Command

