

## Guidelines for Migrating YUL Staff Email to Exchange

- Delete (or save to personal storage) all personal email. Do not migrate any personal email to Exchange
- Delete or move any messages in "Trash" "Junk Email" or "Drafts"
- Delete all YUL listserv email from "In" "Inbox" "Out" or "Outbox"
- Separate all email in "Inbox" or "In" older than July 1, 2004 and all email over the 1000 message maximum limit for a mailbox. Do not migrate these email messages to Exchange. Choose one of the following options:
  - Delete
  - Move to other folders
  - Select email messages of operational value that are not confidential and store in a department shared directory (this would primarily apply to department heads and professional staff whose email may have some administrative value to their own department)
  - The University Librarian and the Associate University Librarians should consult with the University Archives [archives@yale.edu](mailto:archives@yale.edu) about this email.
- Separate all email in "Out" "Outbox" or "Outgoing" older than July 1 2004 and all email over the 1000 message maximum limit for a mailbox. Do not migrate these messages to Exchange. Choose one of the following options:
  - Delete
  - Move to other folders
  - Select email messages of operational value that are not confidential and store in a department shared directory (this would primarily apply to department heads and professional staff whose email may have some administrative value to their own department)
  - The University Librarian and the Associate University Librarians should consult with the University Archives [archives@yale.edu](mailto:archives@yale.edu) about this email.
- All mailboxes should be migrated to Outlook
  - All mailboxes should have extent dates in the title ("DigitalRepsitoryService2007-08" or "ProfessionalDevelopmentFile2002-2008"). Going forward in Exchange, every mailbox should have extent dates in the title to facilitate retention or disposal decisions. Mailbox titles should accurately reflect the content of the email messages contained within.
  - Rename all existing mailboxes with extent dates
  - If time permits, date accurately, if time does not permit, date from date of hire or year that email service was begun (whichever is more recent) to today.
- Do not delete any grant- or contract-related email created before June 30, 2006. The existing federal audit of grant and contract accounting necessitates preserving all such email. If you think you may have such email, contact the University Archives [archives@yale.edu](mailto:archives@yale.edu).