

**Robin Greenwald**

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**From:** IT Support  
**Sent:** Thursday, August 26, 2010 8:55 AM  
**Subject:** REMINDER: Electronic Mail Purge - Emails dated prior to and including May 31, 2010  
**Importance:** High

Be advised that in accordance with the County of Union Electronic Mail Management Policy, all email residing in your **INBOX FOLDER, SENT FOLDER, and DELETED FOLDER** on the server that are dated **PRIOR TO AND INCLUDING May 31, 2010, SHALL BE PURGED ON August 30, 2010 AT 7:00 am.** This will include all **subfolders** which you may have created below the above named folders.

It is your responsibility to either archive or print out those emails that must be retained according to content and record retention series.

This office **WILL NOT** have the ability to restore any email that is deleted by this purge.

Thank You