



28 Day Delete Folder Policy

The purpose of this guide is to assist with the implementation of Outlook policies that automatically delete items in a designated folder every 28 days. Automating the process of deleting transitory items will encourage email best practices and critical thinking about email management. Knowing that the contents of a folder will be deleted after 28 days allows for greater discernment about which files are moved, and where they are moved.

The 28 Day Delete policy cannot be applied to default Outlook folders (Inbox, Sent Items, and Deleted Items), but can be applied to any user-created folder.

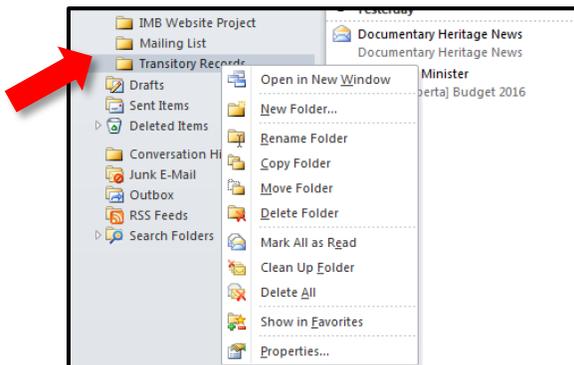
This guide covers enacting the 28 Day Delete policy on user-created folders.

NOTE: This guide is specific to Outlook 2010, but may be relevant to other versions.

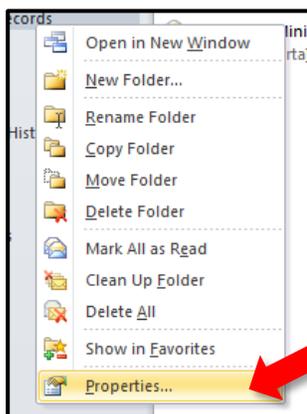
Engaging the 28 Day Delete Folder Policy

Steps

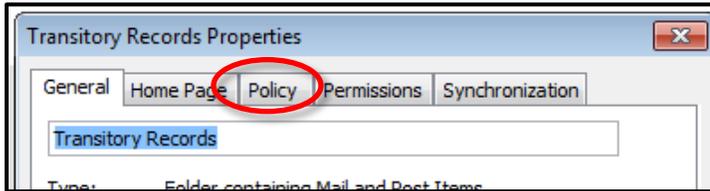
1. Right-click on the folder onto which the policy is to be applied.



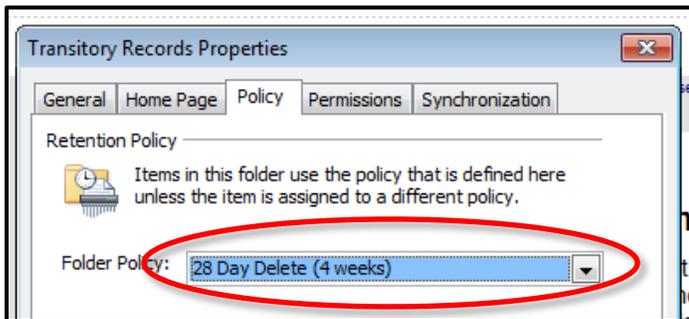
2. From the right-click menu, click on **Properties**.



3. Click on the **Policy** tab.



4. From the **Folder Policy** drop-down menu, select **28 Day Delete (4 Weeks)** and click **OK**.



Items in the selected folder will now be permanently deleted after 28 days.

Things to Remember

- Although the 28 Day Delete policy is placed on a folder, it affects items individually. In other words, an item placed in the folder April 1 would be moved to the **Deleted Items** folder April 29, while an item placed in the same folder April 2 would be moved to the Deleted Items folder April 30, and so on.
- The 28 Day Delete folder policy should only be placed on folders containing transitory records (mailing list items, non-work emails, etc.).
- If your business area is involved in any FOIP and/or litigation hold activity, please contact your department FOIP coordinator and/or senior records officer before deleting any items.