



Disclosure Team
Ministry of Justice
102 Petty France
London
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Bert Geisherd
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data.access@justice.gsi.gov.uk

9 January 2018

Dear Bert

Freedom of Information Act (FOIA) Request – 171202001

Thank you for your request dated 2 December 2017 in which you asked for the following information from the Ministry of Justice (MoJ):

Please provide details of your retention policies for staff e-mail accounts used for everyday HMCTS business.

i) For how long are records retained?

ii) What happens to e-mail files when a staff member leaves? After departure, are files retained and, if so, for how long?

Your request has been handled under the FOIA.

I can confirm that the MoJ holds the information that you have requested and I have provided it to you.

Once a staff member leaves the MoJ their email account is closed and the contents deleted.

Outside the scope of the Act, emails with business value are saved on to electronic data records management (EDRM) systems. These are subject to normal record retention and disposition schedules (RRDS). You can access RRDS using the following link:

<https://www.gov.uk/government/publications/record-retention-and-disposition-schedules>

Appeal Rights

If you are not satisfied with this response you have the right to request an internal review by responding in writing to one of the addresses below within two months of the date of this response.

data.access@justice.gsi.gov.uk

Disclosure Team, Ministry of Justice, 10.38, 102 Petty France, London, SW1H 9AJ

You do have the right to ask the Information Commissioner's Office (ICO) to investigate any aspect of your complaint. However, please note that the ICO is likely to expect internal complaints procedures to have been exhausted before beginning their investigation.

Yours sincerely

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