



City of Middletown

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CALENDAR RECORDS RETENTION FOR ELECTED OFFICIALS PROCEDURE

Overview: This procedure details the mechanism for retaining the electronic calendars of elected officials.

Pre-Requisites: This procedure requires that the mailboxes containing the calendars under retention be on an Exchange 2013 (or higher) mail server.

Procedure: Add the mailboxes containing the calendars under retention to the Elected Official In-Place Calendar Hold compliance management policy.

Related Policy: **CALENDAR RECORDS RETENTION POLICY**