

## Email Storage Policy

### Purpose

Define and set the retention and quota policies for specific folders and total mailbox size within the Airstream hosted mail systems.

### Scope

This policy applies to Airstream, Airstream Members, and customers of Airstream Members. The size utilization applies to the contents of a users' entire mailbox, with the exception of the Trash folder within the dovecot systems. The retention policy applies to all users' Trash, Drafts, Junk, and Spam folders.

### Definitions

No definitions listed at this time.

### Policy Mailbox Quota

Each user will have a configurable quota that will dictate how much space they are able to utilize for an entire mailbox. The default quota for a mailbox will be 30Gb.

### Retention

Any message that has been in a Trash, Spam, or Junk folder for longer than 90 days will be purged. Any message that has been in the Drafts folder for longer than 180 days will be purged. This will apply to all mailboxes. Messages that are purged are not recoverable.

### Exceptions

No exceptions known at this time.

Version 1.0 added by Jeremy Hayden on 5/22/18

