



## Guidelines for Archiving Priests' Emails & Calendars

### Policy

The mailboxes (emails and calendars) of priests and PAAs are scheduled as permanent records. They are not deleted when a pastor is reassigned, and they remain at the parish where they were created or received.

### Archiving Mailboxes

Archiving methods depend on several factors, such as the email service (e.g., Outlook, Gmail), the type of license, and whether emails are managed onsite or in the cloud. To determine the best process, please contact the Archdiocese's technology consultant, Caleb Dietzel at CRD Solutions: [support@crdsolutions.org](mailto:support@crdsolutions.org) or (425) 329-6414.

### Cleanup & Organization

Before archiving your mailbox, consider some housekeeping to reduce its size and make it easier for new administrators to find information quickly.

- **Organize emails into folders:** Move messages from your inbox and sent box into folders with clear titles to reflect their contents so that all related messages are organized together.
- **Delete Junk Emails:** Refer to the [Materials that can be Disposed of Without Referring to Records Retention Schedules](#) for guidance.

### Email Cleanup Tips

- **Sort by sender/recipient:**
  - Internal Staff: Delete temporary administrative/housekeeping emails, meeting plans, etc.
  - Chancery Staff: Remove routine communications.
  - Communications Office/C2P: Delete unneeded announcements.
- **Filter out CC'd messages:** Delete informational CC's unless you were responsible for action.
- **Use keyword searching** to identify transitory messages with terms like Automatic Reply, C2P, Draft, Invoice, Meeting, Timesheet, etc.
- **Keep only the last email in a thread:** Group by conversation and delete all but the final message.

Questions? Please contact Records staff at [Archives@seattlearch.org](mailto:Archives@seattlearch.org)