Government of Alberta employees have experienced a growth in the amount of unsolicited e-mail messages received through the government’s electronic mail systems. These unsolicited e-mail messages are commonly referred to as spam e-mail. The Government of Alberta has implemented spam filtering products which, based on specific attributes, identifies messages as spam e-mail. Spam e-mail messages are directed to each employee’s Junk E-mail Folder. Employees are responsible for reviewing the spam e-mail messages in this folder on a regular basis to confirm that the spam e-mail messages are of no value to the government, and for deleting spam e-mail messages as transitory records under the Transitory Records Schedule # 1995/007-A001. Upon occasion, the spam filter incorrectly identifies legitimate e-mail as spam messages. Employees can move these e-mail messages to their Inbox and manage them within the Government of Alberta recordkeeping requirements.

Managing Spam and Junk E-Mail Messages

- The Alberta Records Management Committee authorizes the use of the Transitory Records Schedule by Information Technology service providers to carry out the deletion of spam e-mail messages from employees’ Junk e-mail folders. It is recommended that Information Technology service providers delete spam e-mail messages older than 28 days from the Junk E-mail Folders.

- Employees can delete spam e-mail messages as transitory records under the Transitory Records Schedule # 1995/007-A001.

Conclusion

For clarification, further details or assistance on the contents of this circular, please contact the ARMC secretary at SA.InformationManagement@gov.ab.ca or (780) 427-3884.

Original Signed by:
Tom Thackeray, Chair

Date: April 16, 2008

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1 Spam e-mail is also known as junk e-mail messages.