

COMSCINST 2020.2	COG CODE N6	DATE 22 JAN 96
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DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
WASHINGTON NAVY YARD BLDG 210
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WASHINGTON DC 20398-5540

COMSCINST 2020.2
N6
22 January 1996

COMSC INSTRUCTION 2020.2

Subj: MANAGEMENT OF UNCLASSIFIED ELECTRONIC MAIL MESSAGES AND FILES

Encl: (1) Archiving Instructions

1. Purpose. To disseminate command policy for retaining electronic mail (*email*) message files on the Local Area Network (*LAN*).

2. Background

a. Electronic mail (*cc:Mail and Internet mail*) is the backbone of communication at COMSC. Under current versions of the software, all message storage takes place on the LAN file servers. To run effectively and efficiently, we must ensure a reasonable database size, and be compliant with current laws.

b. As more and more personnel use and become reliant on email and the longer users have been with the system, the message traffic becomes much heavier. This is in part due to the recent development and growth of the Internet email system within COMSC. Due to this rapid growth, the email database has grown immensely.

c. As the policy stands now, all messages stored on the LAN file server that are older than 60 days are deleted weekly. Due to the rapid growth of the COMSC email network as stated above, this policy can no longer keep the email database to a reasonable size, thus causing possible interruptions in the system and loss of messages. To alleviate this problem, the revised policy will delete all messages older than 45 days. This means that all messages older than 45 days on the cc:Mail LAN server will be deleted weekly. Any older messages that the user wishes to retain must be archived to a floppy, Bernoulli or workstation hard drive.

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3. Policy

a. All cc:Mail messages older than 45 calendar days that reside on the LAN will be deleted. This includes messages in the users inbox and folders.

b. On 1 February 1996, the cc:Mail disk cleanup will initiate the above revised policy. This cleanup will automatically delete messages dated on or before 15 December 1995. This will be followed with weekly cleanups which will automatically delete any message over 45 days old. This not only deletes messages from the user's inbox, but also from folders that the user has created.

c. Prior to the implementation date, inbox and folder messages more than 45 days old should be reviewed, archived and/or deleted. The most effective policy of making sure no messages get deleted is to keep a 30-day cut-off for all incoming messages. Once a message has been received, either delete the message or archive it before it becomes older than 30 days. This will help alleviate any accidental deletions and will keep the email database running efficiently.

4. Responsibilities

a. COMSC N6 is responsible for deleting all cc:Mail messages older than 45 days from the LAN every Wednesday evening.

b. COMSC N6 will display a warning message on the LAN startup banner at least 15 days before the above policy is implemented.

c. All email users in COMSC are responsible for archiving email messages contained in their inbox and folders that they wish to keep before they become 45 calendar days old. Not performing this action will result in the loss of email messages older than 45 calendar days. These messages cannot be restored to a user once they are deleted. Detailed guidance for archiving instructions is provided in enclosure (1).

d. All cc:Mail messages within the last 3 months will be kept in tape archive in order to comply with future Department of Navy standards. COMSC N6 performs weekly backups of all cc:Mail messages for this purpose. Users cannot restore messages from these tapes, due to the excessive time in restoring the necessary files.

5. Action. Directors/Special Assistants should give this policy the widest dissemination as possible.

Distribution:
COMSCINST 5000.19
List I (*Case A, B*)
List II (*Case A, B*)

ARCHIVING INSTRUCTIONS

The following guidance is provided to assist users with the deletion and/or archiving of cc:Mail messages:

1. cc:Mail - DOS version. To archive and delete messages:
 - a. Select **Read inbox messages** from main menu
 - b. Tag messages to be archived by pressing F5 for each message. For large blocks of messages, press F5 on the first message and F6 on the last message. This will highlight all messages between these two flags.
 - c. Press **enter** when done.
 - d. Select **Archive messages** from the menu.
 - e. If you have not created the archive file yet, type in the name of the archive file. Make sure the file name has the .cca extension (*i.e.*, *ccmail.cca*). Make sure the directory path is either on your hard drive, floppy drive or Bernoulli drive.
 - f. Once the archive file is created, select it by pressing **enter**. All highlighted messages will be automatically archived into this file.
 - g. Once the messages are archived, they should be deleted. Follow the process above of tagging the appropriate files, but select **Delete messages** from the menu.
 - h. For messages that do not need to be archived, follow instructions in paragraph b above to tag messages and select **Delete messages** from the menu to delete the appropriate messages.
2. cc:Mail - Windows version. To archive and delete messages:
 - a. If you have not created the archive file yet, select **File** from the top menu bar.
 - b. Select **New** from this menu and click on **Archive**.
 - c. Type in the name of the archive. The .cca extension will automatically be added. Make sure the directory path is either your hard drive, Bernoulli or floppy drive (*usually a:, b:, c: or d:*).

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d. If the newly created archive files are not appearing under the archive choice on the left hand side of the main screen, go to the **Tools** menu from the top menu bar. Select **User Setup**. Select **File Locations** from the scrolling choice on the left hand side of the window. Under path for:, select **Archives**. Select the directory path where the archives were created. Also, make sure the **Use** directory as default is set under the **Options** window.

e. Once the archive is created and the appropriate directory is selected, all archive files will be shown under the **Archives** choice on the left hand side of the main screen.

f. To archive messages into these archive files, select the messages from your inbox or folder and drag them on top of the appropriate archive file. This is accomplished holding down the left mouse button.

g. To delete messages, simply drag the messages on top of the trash icon located on the left-hand side of the main screen. Messages put in here will stay there until the following Wednesday, in which turn they will be deleted by the trash cleanup process.

h. Another option to delete messages is to highlight them from your inbox or folder and select delete from the **Edit** menu on the top menu bar. Messages deleted this way do not get stored until the following Wednesday, but are instead deleted from the database immediately.

NOTE: There are several other ways to delete and archive messages in cc:Mail for Windows. This includes creating rules that automatically archive and delete messages from your inbox. If you would like to borrow a cc:Mail manual to learn this process, please see the COMSC help desk.