

ORC: _____
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Review Date for DMHB 11F: 8/21
Link Last Reviewed: 3/21

FCCS PROCEDURE

NO.: 12H

**SUBJECT: Email Storage and Retention
Guidelines**

Approved by: Executive Director

Effective Date: August 7, 2018

Date(s) of Revision:

Responsible for Implementation: All Staff

Click here to view the Email Storage and Retention Guidelines.