

-----Original Message-----

From: ML Donovan | The Twin Towers Alliance [mailto:mldonovan@twintowersalliance.com]
Sent: Tuesday, December 17, 2013 10:57 AM
To: Duffy, Daniel
Subject: RE: Freedom of Information Request Refefrence No. 14459

Dear Mr. Duffy,

Thank you for the response. I guess it's been too long. Please advise what the PA's email retention policy is. I checked the website and by-laws and found no information. Since this is a routine policy question, I am not submitting it as a FOI request.

Thank you.

Margaret Donovan

FOI Administrator

December 18, 2013

Ms. Margaret Donovan
The Twin Towers Alliance

Re: Freedom of Information Reference No. 14474

Dear Ms. Donovan:

This is in response to your December 17, 2013 request, which has been processed under the Port Authority's Freedom of Information Code (the "Code") for the Port Authority's email retention policy.

Material responsive to your request and available under the Code can be found on the Port Authority's website at <http://www.panynj.gov/corporate-information/foi/14474-O.pdf>. Paper copies of the available records are available upon request.

Please refer to the above FOI reference number in any future correspondence relating to your request.

Very truly yours,



Daniel D. Duffy
FOI Administrator

Office of the Executive Director

Revised: April 6, 2012

COMPUTING RESOURCES

IV. Retention of Electronically Stored Data

- A. E-mail messages are generally of short-term import and should be discarded routinely. E-mail is automatically deleted from a user's mailbox and backup storage 120 days from the date of receipt or creation, without notice.