



05 March 2025



Dear [REDACTED]

Thank you for your request made under the Official Information Act 1982 (OIA), received on 17 February 2025. You requested the following information:

Your department's policy for archiving emails, including your policy for how long you save old emails before they are deleted (if they are deleted).

Inland Revenue's primary email system is Exchange Online, with a 10-year retention policy for all mailbox data. Disposal is carried out manually, to ensure high-value records are retained as required.

Publishing of OIA response

We intend to publish our response to your request on Inland Revenue's website (ird.govt.nz) as this information may be of interest to other members of the public. This letter, with your personal details removed, may be published in its entirety. Publishing responses increases the availability of information to the public and is consistent with the OIA's purpose of enabling more effective participation in the making and administration of laws and policies and promoting the accountability of officials.

Yours sincerely



Amie Butler

Domain Lead, Information & Knowledge Management