

EMAIL RETENTION REGULATION

Electronic mail (e-mail) is here defined as any message sent or received through or stored on the district's central Technology Services (TS) e-mail service, currently externally hosted on Google Apps for Education service. Such e-mail may include, but is not limited to, correspondence and attachments, calendar schedules, and forms transmitted electronically.

1. Originators and recipients of e-mail are responsible for identifying and saving documents that must be retained in order to comply with Federal, state, or local laws, district policies or directives, or for other reasons.
2. Individuals have the responsibility for saving copies of e-mail and attachments recognized to be district records by transferring them to other electronic environments and media, (i.e., external drive, CD, flashdrive) or by copying them on paper.
3. E-mail and attachments in inboxes, folders, and outboxes will remain on the central e-mail service until the user deletes or moves them to the Trash folder.
4. All e-mail and attachments in a user's "SPAM" and "TRASH" folders on central TS e-mail service after 30 days will be automatically and permanently deleted.
5. The district will not retain copies or backups of e-mail and attachments in inboxes, folders, and outboxes on any server or device physically located on district property or owned by the district.
6. When employees separate from service, the district has 365 days to recover e-mail from the employee email folders before they are permanently and automatically deleted.

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