

Adelanto School District Email Retention Policy

1.0 Purpose

The Email Retention Policy is intended to help employees determine what information sent or received by email should be retained and for how long. The information covered in these guidelines includes, but is not limited to, information that is either stored or shared via electronic mail or instant messaging technologies.

All employees should familiarize themselves with the email retention topic areas that follow this introduction.

Questions about the proper classification of a specific piece of information should be addressed to your manager. Questions about these guidelines should be addressed to IT Department.

2.0 Scope

This email retention policy is secondary to Adelanto School District policy on Freedom of Information and Business Record Keeping. Any email that contains information in the scope of the Business Record Keeping policy should be treated in that manner. All Adelanto School District email information is categorized into four main classifications with retention guidelines:

Administrative Correspondence (4 years)
Fiscal Correspondence (4 years)
General Correspondence (1 year)
Ephemeral Correspondence (Retain until read, destroy)

3.0 Policy

3.1 Administrative Correspondence

Adelanto School District Administrative Correspondence includes, though is not limited to clarification of established company policy, including holidays, time card information, dress code, work place behavior and any legal issues such as intellectual property violations. All email with the information sensitivity label Management Only shall be treated as Administrative Correspondence. To ensure Administrative Correspondence is retained, a mailbox administrator@aesd.net has been created, if you copy (cc) this address when you send email, retention will be administered by the IT Department.

3.2 Fiscal Correspondence

Adelanto School District Fiscal Correspondence is all information related to revenue and expense for the company. To ensure Fiscal Correspondence is retained, a mailbox fiscal@Adelanto School District has been created, if you copy (cc) this address when you send email, retention will be administered by the IT

Department.3.3 General Correspondence

Adelanto School District General Correspondence covers information that relates to customer interaction and the operational decisions of the business. The individual employee is responsible for email retention of General Correspondence.

3.4 Ephemeral Correspondence

Adelanto School District Ephemeral Correspondence is by far the largest category and includes personal email, requests for recommendations or review, email related to product development, updates and status reports.

3.6 Encrypted Communications

Adelanto School District encrypted communications should be stored in a manner consistent with Adelanto School District Acceptable Use Policy, but in general, information should be stored in a decrypted format.

3.7 Recovering Deleted Email via Backup Media

Adelanto School District maintains backup tapes from the email server and as required a set of tapes is taken out of the rotation and they are moved to a secured location. No effort will be made to remove email from the offsite backup tapes. The Adelanto School District may elect to retain the tapes in perpetuity.

4.0 Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

5.0 Definitions

Terms and Definitions

Approved Electronic Mail

Includes all mail systems supported by the IT Support Team. These include, but are not necessarily limited to systems operated by the Adelanto School District. If you have a business need to use other mailers contact the appropriate support organization. Approved Encrypted email and files Techniques include the use of DES and PGP. DES encryption is available via many different public domain packages on all platforms. PGP use within Adelanto School District is done via a license. Please contact the appropriate support organization if you require a license.

Instant Messaging

Adelanto School District does not authorize the use of instant message software. Any instant message content or exchange is subject to network traffic recording and may become part of investigative procedures by either law enforcement or the Adelanto School District.

Individual Access Controls

Individual Access Controls are methods of electronically protecting files from being accessed by people other than those specifically designated by the owner. On UNIX machines, this is accomplished by careful use of the chmod command (use man chmod to find out more about it). On Mac's and PC's, this includes using passwords on screensavers, such as Disklock.

Insecure Internet Links

Insecure Internet Links are all network links that originate from a locale or travel over lines that are not totally under the control of Adelanto School District.