

**PSESD Operating Policy No. 5292**  
**Human Resources**

**ELECTRONIC INFORMATION SECURITY AND RETENTION**

Puget Sound Educational Service District (PSESD) retains incoming, outgoing and internal electronic mail (email) communications, attachments including complete and unaltered metadata transmitted through PSESD's email system and documents and files stored on its servers and contracted data storage services (e.g., cloud storage).

**Designated email system:** Only the PSESD electronic mail (email) system may be used by employees for official email communications. Account holders shall not conduct PSESD email communications from an email account not managed and archived by PSESD.

**Archiving:** An archiving solution will be utilized to protect the original communication in an unalterable format. Data contained within the archiving system shall be considered the official agency record of the communication; all user-held copies shall be considered informational copies with no archival value.

**Retention:** All email messages and complete metadata will be retained by PSESD for a period of seven years from the date they are sent or received. Message types required to be held longer than seven years, but less than perpetuity, will be held for the required minimum period. After seven years, messages with permanent archival value will be forwarded to the State of Washington Archives for storage and all other email documents with no archival value will be destroyed.

Email communications that will not be destroyed are those that meet the following criteria:

- Email messages designated for between seven years and perpetual hold (according to retention schedules)
- Email messages designated for litigation hold
- Email messages designated for public disclosure request hold
- Email messages designated for internal investigative hold

**Data integrity and security protection:** The following provisions are intended primarily for the protection of the security and integrity of PSESD's network and data infrastructure, and to the maintenance of confidentiality of PSESD data which may be stored on or accessed through the use of personal devices.

Adopted: March 2011  
Revised: March 2014

Relevant PSESD Board Governance Policies: EL 4, Treatment of Staff

EL 9, Asset Protection

Cross References: Operating Policy No. 5290, Acceptable Use of Electronic Communications Systems  
Operating Policy No. 6250, Voice/Data Plan Stipend for Mobile Devices and Contingency for PSESD-Owned Mobile Devices

Legal References: WAC 434-662 Preservation of Electronic Public records  
RCW 40.14 Preservation and destruction of public records  
Records Retention Schedules for Educational Services Districts