

BOARD MEMBERS
TECHNOLOGY RESOURCES AND ELECTRONIC COMMUNICATIONS

BBI
(REGULATION)

- RECORD RETENTION Board members are obligated to maintain the integrity of public schools, including prohibitions against distributing confidential records or destroying, mutilating, altering, concealing, or removing records. [See BBI(LOCAL)]
- Record retention requirements for school districts vary from one to 21 years or more, depending on the type of information. Further information on record retention may be found at BBE and CPC.
- Board members have the same obligations as the District when it comes to record retention. [See BBE and BBI]
- E-MAIL ARCHIVE Board members have a legal responsibility to retain electronic records, whether created or maintained on District or personal technology resources. [See BBI(LOCAL)]
- Board members are obligated to retain all electronic records, including e-mail.
- SPRINGBRANCHISD .COM E-MAIL ARCHIVE SOLUTION The District's e-mail archive solution saves all e-mail to and from any springbranchisd.com e-mail address automatically. Saved e-mail is archived indefinitely.
- District personnel and Board members have District-assigned springbranchisd.com e-mail accounts.
- OPTION 1:
PERSONAL E-MAIL WITH PERSONAL ARCHIVE Board members may choose to use their personal e-mail addresses for school district business – corresponding with constituents or District personnel. In such case, Board members are required to comply with record retention requirements by creating their own e-mail archival solution.
- OPTION 2:
PERSONAL E-MAIL WITH DISTRICT ARCHIVE Board members may choose to use their personal e-mail addresses for school district business – corresponding with constituents or District personnel. To meet the record retention requirements, Board members may choose to forward e-mails related to school district business to their springbranchisd.com address for archival purposes. When replying to any e-mail related to school district business, Board members should CC: their springbranchisd.com address for archival purposes.
- OPTION 3:
DISTRICT E-MAIL WITH DISTRICT ARCHIVE Board members may choose to use their springbranchisd.com address for all correspondence with constituents and District personnel. In such case, all e-mail will be archived automatically.
- OPTION SELECTION Each Board member must notify the Superintendent or designee of which one of the three options he or she has selected for e-mail record retention. [See BBI(EXHIBIT)]
- ACCEPTABLE USE As with other users of the District's technology resources, policy BBI(LOCAL) requires Board members to sign an ACCEPTABLE

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USE form [see CQ(EXHIBIT-D)] in which they will agree to follow rules of use and agree that their use of the resources may be monitored by the Superintendent or designee to ensure appropriate use.