

BOARD MEMBERS
TECHNOLOGY RESOURCES AND ELECTRONIC COMMUNICATIONS

BBI
(EXHIBIT)

You, as a Board member, have a legal obligation to retain electronic records, whether created or maintained on District or personal technology resources. This includes e-mail.

You may select one of the following three options for retaining and archiving e-mail related to school district business:

OPTION 1: PERSONAL E-MAIL
WITH PERSONAL ARCHIVE

You may choose to use your personal e-mail address for school district business – corresponding with constituents or District personnel. In such case, you agree to comply with record retention requirements by creating your own e-mail archival solution.

OPTION 2: PERSONAL E-MAIL
WITH DISTRICT ARCHIVE

You may choose to use your personal e-mail address for school district business – corresponding with constituents or District personnel. To meet the record retention requirements, you may choose to forward e-mail related to school district business to your springbranchisd.com address for archival purposes. When replying to any e-mail related to school district business, you agree to CC: your springbranchisd.com address for archival purposes.

OPTION 3: DISTRICT E-MAIL
WITH DISTRICT ARCHIVE

You may choose to use your springbranchisd.com address for all correspondence with constituents and District personnel. In such case, the District will archive all e-mails from and to your springbranchisd.com e-mail address automatically.

I understand e-mails are subject to the same record retention requirements as paper records. I choose the following option to archive my District-related e-mails:

- Option 1 – Personal e-mail with personal archive
- Option 2 – Personal e-mail with District archive
- Option 3 – District e-mail with District archive

Signature: _____

Home address: _____

Date: _____ Phone number: _____