

Public Electronic Mail Records

All electronic mail communicated through District email are considered District property and are therefore subject to the following policy.

All district electronic mail shall be archived for a period of two years and shall be treated like any other public record of the district, Archived email will be automatically deleted from the District's email archive and users district mailbox at the end of the retention period.

All district employees, officers, and consultants are subject to this policy.

Approved: March 2004
Revised: March 14, 2017

Garfield School District No. Re-2, Rifle, Colorado