



## **Park City School District Data Retention**

### **Summary**

This procedure establishes the methods and retention schedules that the Park City School District (PCSD) will use for managing certain electronic data.

### **Procedure**

#### **Student Google Accounts**

The contents of student accounts are not considered records under PCSD policy 4020 and as such will be disposed of under the following schedule:

- Graduated student accounts will be deleted on Nov 1 following their graduation year
- Exited non-graduate students will be removed on Nov 1 following their last year of enrollment
- Accounts related to ongoing legal action or other official data requests will be retained until those actions or requests have completed

*Note: email sent or received by student accounts is archived on a separate system and will be retained according to PCSD Policy 4020.*

### **Related Documents**

- PCSD Policy 4020