

OFFICE MANAGEMENT
EMAIL RETENTION

CPC
(REGULATION)

ELECTRONICALLY
STORED
INFORMATION (ESI)

The records management officer will develop procedures to ensure that appropriate record control schedules are applied to electronically stored information based on the content of the information. For this purpose, the records management officer will explore systems to efficiently manage electronically stored information, including sorting, storage, retrieval, and destruction.

DEFINITION OF ESI

Electronically stored information (ESI) will be defined as information comprising official records of the District that are maintained only in an electronic form. ESI includes electronic copies of written electronic communications (or email communications), documents stored on District tape, disk, hard drive, or similar electronic medium.

EMAIL
DEFINITION

A system for sending and receiving messages electronically from one computer user to one or more recipients via an electronic communications network that does not include any form of instant messaging, chat, or discussion forum communication.

RETENTION OF EMAIL

When email is the official District information, it is subject to retention requirements of the State of Texas and the District.

SCHEDULED
DESTRUCTION OF
RECORDS

An electronic record for which the retention period has expired will be destroyed unless a Public Information request is pending on the record, the subject matter of the record is pertinent to pending or reasonably anticipated litigation, the subject matter of the record is pertinent to an investigation by a federal agency or department or any bankruptcy case, or the department head requests in writing to the records management committee that the record be retained for an additional period.

UNSCHEDULED
DESTRUCTION OF
RECORDS

An electronic record that has not yet been listed on an approved records control schedule may be destroyed if the records management officer has received authorization from the District's records management committee and an approved destruction authorization request from the state director and librarian.

RETENTION
PROCEDURES

Beginning January 1, 2014, the District will begin retaining all email messages sent to or received by employees on a retention schedule. All employee email will be archived on district-owned hardware dedicated to the retention rate. Email shall be retained in the archive system for a period of 1 year from the origination date of the email message. Email messages older than one year from the origination date shall be purged from the archive system.

If retention requirements for records or information exceed 1 year employees must retain the email message and any attachments in one of the following manners:

1. Print a hard copy and file per the retention rules established
2. Save in PDF format and store on district servers per the retention rules established
3. Export using the district's approved email application and store on district servers per the retention rules established

Requests for email messages for investigatory and Public Information Act appeals will be honored according to normal processes.

Student email shall not be retained and will be removed 30 days from a student's graduation date or departure from the District.

SUPPLEMENT TO
STATE LAW AND
REGULATIONS

This administrative regulation is intended to serve as a supplement to Local Government Code and Regulations adopted under this Chapter. [See CPC (LEGAL)] In the event of a conflict, the provisions of the Local Government Code and related regulations will prevail over the provisions of this regulation.