

## RANCHO SANTA FE SCHOOL DISTRICT

### **Board Policy No. 6029: ELECTRONICALLY STORED INFORMATION**

- A. The Governing Board recognizes that email and other electronically shared information present a critical communication platform for District employees. With hundreds of emails and other electronic communications generated daily, a record retention policy must be implemented to ensure appropriate functioning of the District's electronic system and to ensure high performance email support. The purpose of this record retention policy is to assist with reasonable business operations: to prevent system overload, to prevent loss of electronic data which could occur if the system crashed, to prevent sluggish operating systems, and to assist with routine maintenance and operations of the electronic data system. The purpose of this policy is also to maintain the security of confidential information that may exist in email and safeguard against its disclosure.
- B. As part of the routine, good-faith business operations of the District's electronic information system, to ensure that District computers function efficiently, and to protect against the disclosure of confidential information, electronic email shall be retained for the following periods of time.
1. Inbox Folders: read or unread messages will be deleted one (1) year after the date received.
  2. Sent Items Folders: messages will be deleted one (1) year after the date sent.
  3. User Defined Folders: read or unread messages will be deleted one (1) year from the date sent.
- C. The Superintendent shall consult with District legal counsel, site administrators, the Director of Technology, personnel department staff, and others as necessary to ensure that electronically stored information, including email, is retained by the District as required under the law. Any email that is considered a record that is required to be retained by the District shall be saved in an alternative format prior to the deletion periods described in this policy.
- D. All District employees shall be provided training upon initial hire and thereafter at least every two years regarding the retention requirements for electronically stored information, including email. This training shall include information that the District's email platform is not an appropriate or secure medium for the storage of any record that is required to be retained under the law. Employees shall be advised that in order to avoid emails from being deleted as described in this policy, employees must create a backup.  
This training shall also notify employees that their District issued email accounts are owned by the District, subject to monitoring by the District, potentially subject to requests under the California Public Records Act, and therefore are not private.

- E. The District understands that electronically stored information, such as email, is subject to discovery in litigation and requests under the California Public Records Act. Upon becoming aware of a potential lawsuit, the District will immediately implement a Litigation Hold as required under the law and suspend this record retention policy for all email and other electronic communications. Upon receiving a request under the California Public Records Act, the District will take immediate steps to retain any responsive public records so they are not deleted as described in this policy.

Legal Reference:

Federal Rules of Civil Procedure, sections 6(b) (Timing of search for electronically stored data), 26(a)(1) (Description of electronically stored data), 26(b)(2)(B) (Description, category and location of data must be disclosed), 37(e) (Failure to provide electronically stored data)

Date Policy Adopted By The Board: June 5, 2008

Date Revised By The Board: March 10, 2016, August 12, 2021, January 27, 2023, August 3, 2023