MONITORING PUBLIC ELECTRONIC MAIL RECORDS

Upon sending or receiving electronic mail, all users will segregate or store public electronic mail records.

Public electronic mail records are those that evidence the district's functions, policies, decisions, procedures, operations or other activities of the district or that contain valuable district data. Segregation/storage may be accomplished by creating a separate storage location for public electronic mail on the hard drive of the recipient's computer or terminal, by saving public electronic mail to a disk or similar storage apparatus or by printing the electronic mail on paper and deleting it from the electronic mail system. If the electronic mail is printed on paper, that document will be located with other documents having similar retention characteristics and will be treated like any other public record of the district. If a separate storage location or disk is used, it must be clearly identified as "public electronic mail".

All district public electronic mail records that have not previously been printed on paper will be retained by the recipient for a period of 180 days. Prior to expiration of the 180-day period, the recipient will notify the custodian of records for the district.

The custodian will review the electronic mail records and determine whether in his or her judgment the records are public electronic mail records. All electronic mail determined to be public will be archived by the district in a manner that does not require proprietary software to retrieve the electronic mail and will be treated like any other public record of the district. Electronic mail records determined not to be public records will be destroyed.

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