

## **INTERNET LOG/EMAIL/VOICE MAIL RETENTION POLICY**

### **Introduction:**

In today's modern working environment, employees create and maintain an increasing portion of work product in electronic form. Competing for precious electronic disk space are other data files including, but not limited to, e-mail files, network and internet use logs, temporary internet files and other diagnostic files. Given the limited availability of electronic disk space, the School Board finds that it is not a prudent use of the Londonderry School District's resources to maintain many of these records indefinitely. Therefore, all personnel shall be responsible to manage their use of electronic disk space in accordance with this policy, state and federal law. The School Board specifically finds that computer use logs and email should be managed and deleted after its useful life span has expired. The purpose of this policy is to preserve institutional history, while at the same time preserving limited hardware resources so that identified unnecessary data is automatically purged from the system after its useful life span has expired.

### **Computer Use Log Retention:**

1. It will be the policy of the school district to retain Internet and server use files (logs) for ten calendar days.
2. If a person or agency requests a copy of any file, they must submit a request in writing to the Business Administrator.
3. The district will charge the agency or person the hourly wage for the district's employee to recover the requested files.

### **Voice/Email Retention:**

The Londonderry School District provides employees with voice and/or electronic mail (e-mail) accounts to help them communicate with others and be well informed. However, given the increasing sophistication of those inappropriately seeking to gain access to sensitive information, the District's voice/e-mail system should not be used to store such sensitive information. All e-mail should be deleted from the hard drive or network once it is reviewed. If an employee needs to retain a voice/e-mail message as an official record, the employee should make a printed copy or should transfer the message to an appropriate file/location. Any e-mail message that would be saved if it had been transmitted in paper form should be printed and retained in school records in accordance with the district's Records Retention Schedule. All e-mail messages should be deleted from the system by the e-mail user (after those messages that should be retained have been printed in hard copy) within 60 days after receipt of an e-mail message.

**ADMINISTRATIVE PERSONNEL WILL DELETE E-MAIL MESSAGES AND OTHER MISCELLANEOUS INTERNET DATA THAT IS IN EXCESS OF 90 DAYS OLD WITHOUT FURTHER NOTIFICATION.**

Staff members with questions regarding the retention of particular e-mail messages should obtain an opinion from their immediate supervisor.

**The following are limited guidelines for the responsible use of voice/e-mail:**

- I. Examples of voice/e-mail messages, which may be deleted without printing a hard copy or otherwise preserving:**
  - A. Messages that address routine administrative, curricular and co-curricular matters, announcements of meetings, schedules of events, etc.
  - B. Messages that take the place of informal discussion and which if they were printed would not be retained in school record.
  - C. Messages that transmit generic information and are not specific to a student's educational program.
  - D. Messages that address personal matters unrelated to the School District.
  
- II. Examples of voice/e-mail messages, which should be printed and retained or otherwise preserved:**
  - A. Messages that address significant aspects of a specific student's educational program including, but not limited to, health, discipline, special education program, interaction with state agencies and the courts and communication with parents relating to specific aspects of the student's interaction with the school district.
  - B. Messages that address and/or provide information used in making policy decisions, concerning curricular or co-curricular activities, personnel actions or that relate to the business transactions of the School District.
  - C. Messages that address activities of significant interest in the community relating to the School District.

**Other voice/e-mail procedures and guidelines are outlined in the District's Acceptable Use policy, which is hereby incorporated by reference.**

LONDONDERRY SCHOOL BOARD

Adopted: June 13, 2006