

RECORDS RETENTION AND DISPOSITION

The District shall comply with the latest Records Retention and Disposition Schedule for school districts, ED-1, established pursuant to Article 57-A of the Art and Cultural Affairs Law and Part 185 of the Regulations of the Commissioner of Education. **Retention of email messages is covered by the same retention schedule as similar records in other formats.**

Email Management

All email accounts on the District's system are the property of the District. All emails that employees and officers create and receive when conducting District business, regardless of where employees and officials create and receive the emails, are also the property of the District.

The District will manage most emails as general correspondence and follow the retention periods in ED-1. Emails with a retention period of six years or less will be destroyed after six years. Emails with retention periods of greater than six years will be preserved and stored in PDF format on archival quality media. Backups of the email system and archive are used for disaster recovery purposes and not for retention.

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Revised: 9/14/04
Revised: 9/28/17