

## **EHBA – E-MAIL RETENTION**

It is recognized for legal purposes that electronic communication (e-mail) is no different than a paper document. E-mail may contain information that should be retained in the official records of the school district and yet be subject to technical limitations. E-mail may also be subject to the Right-to-Know Law or need to be protected as confidential data per School Board policy and law.

Any e-mail that would be saved if it had been transmitted in paper form should be printed and retained in the school and/or district record in accordance with Policy EHS-R Local Records Retention Schedule. If an e-mail message that should be retained is not described in the Local Records Retention Schedule, it should be retained for one calendar year.

An e-mail recipient's decision on whether to print and retain e-mail should be made within sixty (60) days of receipt of an e-mail message.

Staff members with questions regarding the retention of particular e-mail messages should consult with their supervisor on how to proceed.

Examples of messages that may be deleted without printing a hard copy are:

1. Messages that address routine administrative, student activities, meeting announcements, event schedules, etc.
2. Messages that take the place of informal discussion and if printed would not be retained in school records.
3. Messages that transmit generic information and are not specific to a student's educational program.
4. Messages that address personal matters unrelated to the School District.

Examples of messages that should be printed and retained are:

1. Messages that address significant aspects of a specific student's educational program including communication with school staff and/or parents.
2. Messages that provide information used in making policy decisions, student programming, and/or student activities.
3. Messages that concern personnel actions or that relate to business transactions of the District.
4. Messages that address activities of significant interest in the District and community.

### Statutory/Regulatory/Policy/Handbook Cross References

RSA 91-A (Right to Know Law)

RSA 189:29-a (Records Retention and Disposition)

NH Code of Administrative Rules, Section Ed. 306.04(a)(h)(4) (Records Retention)

Handbook (None)

APPROVED: August 20, 2009

PREVIOUS POLICY: None

EHBA1