

## **EHBB – INTERNET LOG FILE RETENTION**

The purpose of an Internet log is to monitor the status of the network and to gather information about Internet use. This information may be used to make educational decisions or to discipline students and employees for unacceptable use.

An Internet log is composed of raw data files generated on servers that record the history of users Internet access. Servers will be configured to store Internet history log files for a period of not less than one (1) month. Summary reports of Internet activity will be generated monthly and archived for a period of not less than one (1) calendar year.

### 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