

PERSONNEL – ALL PERSONNEL

CCCOE – Electronic Records

E-mail Retention and Deletion

Contra Costa County Office of Education provides employees with e-mail to communicate and conduct the business of Contra Costa County Office of Education. In doing so, Contra Costa County Office of Education expects employees to manage and protect records resulting from e-mail communications. Such e-mail may include, but is not limited to, correspondence and attachments, calendar schedules, and forms transmitted electronically.

A systemic retention and deletion program not only eliminates obsolete documents from the e-mail system, but also saves resources by not indefinitely and unnecessarily storing information beyond appropriate timelines. E-mail retention guidelines are implemented to comply with the Federal Rules of Civil Procedure, E-Discovery, and the Public Records Act.

E-mail retention guidelines apply to:

1. All staff e-mail systems provided by Contra Costa County Office of Education
2. All users and account holders of Contra Costa County Office of Education e-mail
3. All e-mail sent and received using a Contra Costa County Office of Education staff e-mail system

E-mail Timelines

Contra Costa County Office of Education will retain e-mail and attachments for a period of 18 months. E-mail and attachments older than 18 months will be automatically and permanently deleted.

To comply with the law in retaining of certain Contra Costa County Office of Education documents, Contra Costa County Office of Education employees may save copies of e-mail and attachments before the 18 month period expires by transferring them to other electronic formats or by converting them to paper format.

If an employee finds he/she has email that has a legal retention requirement longer than 18 months they are instructed to save this email as a PDF or MS Word file and store it within the agency network file system, (Group or Home Drive).

E-mail originators and recipients are responsible for identifying and saving documents that must be retained by law. Saving e-mail to workstations or archiving e-mail locally are not approved e-mail retention methods. All e-mail must remain on the e-mail retention server during the retention period.

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E-mail Back-up

E-mail should be considered a communication tool, not a storage mechanism. Back-up tapes are for disaster recovery purpose only. Backup copies created by Technology Systems Department staff are not for e-mail retention. Back-up copies on tape should be retained for more than 12 months.

Legal Proceedings

Regardless of retention requirements, e-mail and all other electronic or paper documents pertaining to legal proceedings must be retained until the litigation is finally concluded. This may be referred to as a Legal Hold.

Regulation
approved: June 6, 2012