

Addendum I Email Retention

Electronic mail is subject to the same access and retention requirements as other public records covered by the Florida Public Records Law.

Who Must Retain Electronic Mail? In general, the sender is responsible for retaining **internally produced** messages. Messages received from sender within the School district are considered duplicates and can be deleted as desired. If the message is sent out in both electronic and paper copy, the sender only has to retain one copy. If an email message originates **outside the school district**, the recipient's copy is considered to be an original and thus it is the recipient's responsibility to keep the record.

How Messages Should Be Saved? Messages can be saved in one of three ways:

1. Print a paper copy and file by subject and date.
2. Retain messages in an electronic subject folder in text format. These can be opened for viewing in most word processing programs. A unique file name must be assigned to saved email items. Attachments must be saved separately and may be saved in their original file format. They can be open and viewed by launching the program in which the file was originally created. Attachments can be saved using the original file name of the attachment.
3. Messages can be retained by archiving them in GroupWise, but this requires GroupWise software to access the stored documents and attachments.

It is best to print a hard copy of the message because these records can be stored with similar records having the same retention requirements, thus simplifying their disposal, and a build-up of saved email can inhibit the performance of your computer.

GroupWise users who are planning to retire, terminate employment with the District, or transfer to another school or department should review messages in their current Mailbox and Sent Items folders and print those required for records retention purposes. These should be filed with other records being stored for retention/audit purposes. Once these procedures are completed, the original email messages may be deleted.

How Long Email Messages Must Be Saved? The General Records Schedule GS1-SL for State and Local Government Agencies, November 1, 2006, and General Records Schedule GS7 for Public Schools Pre-K – 12 Adult & Vocational/Technical, June 1998, published by the Florida Department of State, Division of Library and Information Services, Bureau of Archives and Records Management sets the guidelines for the retention of specific types of records. The content of the electronic messages determines the disclosure and retention procedures. All schools have copies of these schedules on file, and the schedules may be downloaded from the following Website: <http://www.escambia.k12.fl.us/Master/Index.asp>.

General Email Categories and Minimum Retention Requirements:

Directory Information OSA*

Job Announcements 180 days after expiration

Meeting Agendas OSA*

Routine Correspondence Three Fiscal Years

*Obsolete, Superseded, or Administrative value is lost. The custodian of the record determines when a record is OSA.

Summary

The majority of email may be deleted after its usefulness. Your main area of responsibility is to save what you send and what you receive from external sources, then use the above chart to decide how long the record should be retained.