

## Administration

### EMAIL RETENTION

SR 2115.02

**Purpose:**To set forth guidelines for the retention of electronic mail.

**Timeline:**Ongoing; daily

MCOE recognizes that electronic mail (email) is an expedient communication vehicle for sending messages to the County population and has established the use of email as an official means of communication. Email is defined as any message sent or received through or stored on MCOE's central TSS email servers. Such email may include, but is not limited to, correspondence and attachments, calendar schedules, and forms transmitted electronically.

1. Originators and recipients of email are responsible for identifying and saving documents that must be retained in order to comply with Federal, State or local laws, MCOE policies or directives, or for other reasons.
2. Employees are encouraged to delete email that is not necessary for retention.
3. MCOE will retain email and attachments in mailboxes on the central TSS servers for 180 days after emails have been received or sent.
4. All email and attachments remaining on central TSS servers will be automatically and permanently deleted without further notification.
5. Individuals have the responsibility for saving copies of email and attachments recognized to be MCOE records before the 180-day period expires by transferring them to other electronic environments and media or by printing and filing, for example:
  - a. Use a POP3 client and store locally
  - b. Print to a PDF file on a local drive
  - c. Save as a text file on a local drive
  - d. Print a hard copy for placement in file.

## MENDOCINO COUNTY OFFICE OF EDUCATION

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**Date Adopted:** 07/01/2009

**Date Revised:**