

## Oroville School District 410 Email and Electronic Retention Guidelines

All communications on the district-supported network are subject to the Electronic Archive Rules under the Federal Rules of Civil Procedure.

District Provided Email Server(s) will have messages sent and received from local and Internet users archived for a period of at least 1 year.

Access to private email servers located outside of the district will not be supported or allowed on the school network, as those messages cannot be archived by the district.

It is the ultimate responsibility of each user of any school provided email service to save or print, and retain emails that may be significant in legal action.

Guidelines for saving emails off of the email system are as follows:

<b>Do not save messages that communicate:</b>	<b>Save messages that communicate:</b>
A. Routine administrative, curricular and co-curricular communications, announcements of meetings, schedules of events, etc.	A. Significant aspects of a specific student's educational program including, but not limited to, health, discipline, special education program, interaction with state agencies and the courts and communication with parents relating to specific aspects of the student's interaction with the school district.
B. Informal discussion not related to school business.	B. Information used in making policy decisions, concerning curricular or co-curricular activities, personnel actions or that relate to the business transactions of the School District.
C. Generic information and are not specific to a student's educational program.	C. Activities of significant interest in the community relating to the School District.
D. Messages that address personal matters unrelated to the School District.	D. Personal or professional harassment, perceived or confirmed.

Any requests for retrieval of archived information, not specific to one's own email in box must be reviewed by the superintendent and related to a specific legal matter. Not all information is eligible for a public records request according to State Law.