

CORNWALL-LEBANON SCHOOL DISTRICT

SECTION: Operations

TITLE: Email Archiving

ADOPTED: 5/9/12

REVISED: 7/30/20

EMAIL ARCHIVING PROCEDURE	
1. Purpose	E-mail is a critical communication resource in the Cornwall-Lebanon School District, and the district recognizes the importance and responsibility of maintaining the electronic mail within the district. The emailing archiving policy complements the Acceptable Use Policy (815) and complies with all local, state, and federal laws. Therefore, the following policy has been developed to protect our district while empowering our employees and students.
2. Authority	This policy applies to all offices and departments, including faculty and staff of the Cornwall-Lebanon School District.
3. Delegation of Responsibility	The Superintendent, Director of Secondary Education, Director of Elementary Education, Director of Business Affairs, Principals, Technology Coordinator, and Network Administrator will ensure compliance with this policy.
4. Guidelines	<p><u>Email Archiving Procedure</u></p> <p>On December 1, 2006, the US Supreme Court ruled that schools, businesses, and other organizations are required to keep tabs on e-Mail, instant messages and other digital communications produced by employees for a specified amount of time.</p> <p>To meet the US Supreme Court ruling, the Cornwall-Lebanon School District will archive email for one (1) year. Access to the archive email is strictly limited. Technology services will retrieve archived email by request of the Superintendent for litigation purposes or by court subpoena. Periodically, technology services will run system tests to ensure the email archiving solution is functioning properly.</p> <p>Due to the multitude of systems, instant messages and other digital communications will not be archived except on individual devices where applicable by the specific system and set by the user's preferences.</p>