

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Retention of Electronic Mail
POLICY NUMBER: 3091
ADOPTED: February 23, 2004
REVIEWED: November 25, 2013, August 9, 2016, March 11, 2020
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3091.10 E-mail generates correspondence and other documentation which may be recognized as Official District Records in need of protection/retention in accordance with the California Public Records Act.

3091.20 Although the use of e-mail is considered official District business, the e-mail system is intended as a medium of communication and also can be used for a legal record. Therefore, the e-mail system should not be used for the electronic storage or maintenance of documentation, including but not limited to, Official District Records.

3091.30 If an e-mail message, including any attachments thereto, can be considered an Official District Record, as defined by the General Manager, such e-mails should be printed as a hard copy or saved electronically and filed in accordance with the District's Records Retention Policy. Generally, the sender of the e-mail should be the person responsible for printing and filing it accordingly, but persons responsible for a particular program or project file shall be responsible for retaining all e-mail they send or receive related to that program or project.

3091.40 Although the General Manager will automatically delete any data stored in the e-mail system that is ninety (90) days old, individual employees are responsible for the management of their mailboxes and associated folders. To ensure maximum efficiency in the operation of the e-mail system, staff is encouraged to delete e-mail messages from their in-boxes once they are no longer needed. All deleted items will be held in a "deleted items file" for only seven (7).

3091.50 It is the responsibility of individual employees to determine if an e-mail(s) is an Official District Record which must be retained in accordance with the District's Record Retention policy (3090). The General Manager will assist in making such a determination. You should keep in mind, however, that preliminary drafts, notes or interagency or intra-agency memoranda which are not retained by the District in the ordinary course of business are generally not considered to be Official District Records subject to disclosure. Employees are encouraged to delete documents which are not otherwise required to be kept by law or whose preservation is not necessary or convenient to the discharge of your duties or the conduct of the District's business.

3091.60 Periodically, the District receives requests for inspection or production of documents pursuant to the Public Records Act, as well as demands by subpoena or court order for such documents. In the event such a request or demand is made for an e-mail(s), the employees having control over such e-mail, once they become aware of the request or demand, shall use their best efforts, by any reasonable means available, to temporarily preserve any e-mail which is in existence until it is determined whether such e-mail is subject to preservation, public inspection or disclosure. The General Manager shall be contacted regarding any such e-mails within the employee's control.