



Butte-Glenn Community College District ADMINISTRATIVE PROCEDURE

AP 3310.2 – Email Retention

Approved by Leadership: October 2014

Purpose

The Email Retention Procedure is intended to help employees determine what information sent or received by email should be retained and for how long. The information covered in these guidelines includes, but is not limited to, information that is either stored or shared via electronic mail or instant messaging technologies. All employees should familiarize themselves with the email retention topic areas that follow this introduction. Questions about the proper classification of a specific piece of information should be addressed to your manager. Questions about these guidelines should be addressed to Information Technology (IT).

Scope

This email retention procedure is designed to facilitate the college's compliance with the Freedom of Information Act and the California Archives and Records Commission rules and regulations. It applies to all district employees. All Butte College email information is categorized into four main classifications with retention guidelines:

- Leadership Administrative Correspondence (1 year)
- Leadership Fiscal Correspondence (1 year)
- General Correspondence (1 year)
- Short-term Correspondence (Retain until read, destroy)

Procedure

Leadership Administrative Correspondence

This section applies to the Board of Trustees, Superintendent/President, and Vice Presidents. Butte College Administrative Correspondence includes, though is not limited to policy development, clarification of established policy, personnel issues, and any legal issues such as intellectual property violations. This email will be automatically archived by IT.

Leadership Fiscal Correspondence

This section only applies to the Board of Trustees, Superintendent/President, and Vice Presidents. Butte College Fiscal Correspondence includes all information related to revenue and expenditures for the college. This email will be automatically archived by IT.

General Correspondence

This section applies to all Butte College employees. Butte College General Correspondence covers information that relates to the development and clarification of procedures, governance, and college decision-making. The individual employee is responsible for retaining General Correspondence email for one year.

Short Term Correspondence

Butte College Short Term Correspondence is by far the largest category and includes information pertaining to operational matters, personal email, requests for recommendations or review, updates and status reports. It should be read and then destroyed.

Archiving Administrative, Fiscal and General Correspondence

In order to comply with the requirements of this procedure IT will automatically archive all email to and from the members of the Board of Trustees, Superintendent/President, and Vice Presidents nightly. Other employees will be required to archive their general correspondence emails.

Recovering Deleted Email via Backup Media

Butte College maintains nightly backup of email, overwritten on a weekly rotating basis. These backups are snapshots at the time they are saved and may not include email that was deleted between backups. The college also maintains backup tapes from the email server once a month on a twelve month rotation. The purpose of these tapes is to provide business continuity in the event of a catastrophic event.