



# Renaissance Academy

413 Fairview Street, Phoenixville, PA 19460  
Phone: 610-983-4080 Fax: 610-983-4096

No.801  
SECTION: Operations  
TITLE: Email Retention  
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2nd Reading: April 21, 2016  
Adopted: May 19, 2016  
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## Email Retention

### 1 PURPOSE

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Electronic mail (email) is a ubiquitous service that greatly enhances communication, both internally within the Renaissance Academy community (current students, faculty, and staff) and externally to prospective students, current students, parents, and the public at large. This policy establishes the default retention periods for email retained on active servers. It also confirms roles and responsibilities for implementation, including management of litigation holds.

### 2 DEFINITIONS

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Renaissance Academy electronic mail (email) is defined as any message composed, sent or received through the school's email service, principally Google Apps for Education service. Information in email may include, but is not limited to, correspondence, voice mail, file attachments, calendar schedule invitations, and electronic forms. Email does not include instant messaging, or SMS text messaging.

The school provides users with email capacity with unlimited storage, which is considered to be adequate to support email retention.

Three general classes of information in email messages are:

- Retained Records- email messages that contain content subject to school records retention schedules, including content of a legal nature, considered a vital record, or has historical value.
- Lasting Value- email message information that should be retained due to operational nature of the message content.
- Transitory- routine communication, scheduling, or any messages not deemed to have Lasting Value. Examples include meeting or event notices, internal requests for information, announcements, or unsolicited commercial email (spam), etc.

### **3 POLICY**

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Individual users (senders, recipients) are responsible for identifying and archiving information in their school email subject to school retention schedules, or in order to maintain compliance with Federal or state laws, school policies, or other reasons.

Retained Records email messages shall be retained according to the school Records Retention Schedule (unless a longer retention period is required by the nature of the correspondence).

Lasting Value email messages are messages that have been under retention schedule requirements, and the active retention period for a particular record in email format has expired. Lasting Value email messages may be retained when useful to the user, but should be removed when the message becomes designated as Transitory.

Transitory Messages shall be removed promptly from the Renaissance Academy email infrastructure by moving the message into either Trash or Spam folders. The school shall automatically and permanently delete messages placed into the Trash or Spam folders subject to the school retention schedules.

A litigation hold directive overrides this email policy, as well as any records retention schedules that may have otherwise called for the transfer, disposal or destruction of relevant documents, until the hold has been cleared.

For an employee who is terminated, the CEO is responsible for evaluating the employee's email records for required retention, in the course of the termination process, and taking appropriate action to retain email as required. After 30 days post termination, remaining email messages in the terminated employee's account will be permanently deleted.

Users are permitted to forward email to a non-school email service (e.g. Yahoo or personal Gmail account), but are reminded that all official email correspondence is to be performed from their Renaissance Academy email account.

In many cases, other records identified in this schedule with longer retention periods may be received via email (e.g. accident report received via email; employee requests for leave; special education records, etc.) In such a case, it is the responsibility of the employee(s) receiving the email record to retain the record in accordance with this schedule, even if that requires saving the record in a format other than via email.

### **4 RESPONSIBILITY**

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Information Technology Services will implement automated data purge mechanisms in the school's email service. End Users will manage information under their stewardship in accordance with school's retention schedules.

### **5 REVIEW CYCLE**

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This policy will be reviewed every three years on the anniversary of the policy effective date, at a minimum. The policy may be reviewed on a more frequent basis depending on changes of risk exposure.