

Electronic Data Management

In order for CESD to function administratively, undergo periodic audits and provide for its legal requirements, it must manage its records properly. Therefore, CESD requires its employees to retain and destroy electronic documents and email messages that are created, sent and received in the course of conducting official business in accordance with the Oregon Archives division records retention schedule. CESD's specified retention system is to retain electronic documents and email messages by printing and filing them in an appropriate folder.

Public records include any writing that contains information relating to the conduct of the public's business regardless of its physical form. More specifically, an electronic document or email message is a public record if it communicated formal approvals, directions for action, and information about contracts, purchases, grants, personnel, students, and particular projects or programs. If an electronic document or email message is a public record, then it is subject to retention requirements based on the content of the message. Records, including electronic documents or email, shall not be destroyed if they have been requested under the Public Records Law or if they are part of litigation, even if their retention period has expired.

Definitions

1. "Electronic mail (email)" – A means of exchanging messages and documents using telecommunications equipment and computers.
2. "Electronic document" – Documents created, generated, sent, communicated, received, or stored by electronic means.
3. "Retention Schedule" – A general schedule published by the State Archivist in OAR 166-005-0000 through OAR 166-400-0065 in which certain common public records are described or listed by title and a minimum retention period is established for each.

CESD employees should consult the complete retention schedule to determine the retention period of the electronic document or email. See http://arcweb.sos.state.or.us/rules/OARS_100/OAR_166/166_400.html.

Employee Responsibilities

1. Employee will evaluate the content and purpose of each electronic document or email message to determine which retention schedule defines the document or message's approved retention period.
2. Senders and creators are generally considered to be the person of record for an email message or electronic document. However, if recipients of the message or document take action as a result of the message, they should also retain it as a record.

3. It is recommended that employees retain only the final message in a communication string that documents the contents of all previous communications. This is preferable to retaining each individual message, containing duplicate content.
4. Employees shall retain electronic document or email that has not fulfilled its legally-mandated retention period printed and filed in an appropriate folder.
5. Employees will promptly dispose of transitory, nonrecord and personal electronic documents or email messages from the network and email system.
6. Employees are responsible for ensuring that electronic documents and emails that are public records are properly archived prior to any district system auto clean-up schedules.