



POLICY 2430	Electronic Records Retention	
EFFECTIVE DATE	9/28/2023	VERSION # 1
DATE OF LAST REVISION	8/30/2023	NEXT REVIEW DATE 7/1/2025

APPLIES TO

Division	Districtwide
Sub-Division	Administration

VERSION	REVISION DATE	DESCRIPTION OF CHANGE/SUPERSEDE	AUTHOR
1	8/30/2023	Initial	Holli Drobny

RATIONALE

The Electronic Document Retention Policy of the District governs the retention of text messages, voicemail messages, social media posts, and email messages sent or received in the conduct of District business. Note that there is a separate policy for Records Management and Retention that includes records in all formats (Policy #2145).

TERMS AND DEFINITIONS

TERM	DEFINITION
Email Message	An electronic communication sent and received via web mail or email client.
Social Media	Information posted to websites and applications that enable users to create and share content or to participate in social networking, including Facebook, Twitter, Instagram, Snapchat, and LinkedIn.
Text Message	An electronic, written communication sent and received via telephone or Internet connection.
Voicemail Message	An electronic, audio communication sent or received via telephone or Internet connection.

PROCEDURE**Text Messages, Voicemail Messages, and Social Media**

Text messages, voicemail messages, and social media posts not saved to an archive, or a more permanent medium are intended to be transitory documents, not preserved or needed to document the conduct of business. Accordingly, they do not constitute disclosable public records, as that term is defined by Government Code section 7920.530, subdivision (a). Directors and District staff are not

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required to retain these electronic documents. Business done on behalf of the District that requires the creation and preservation of records should be conducted in other media.

Email Messages


Email is considered a temporary system to store correspondence. Users are responsible for reading and managing their email. Electronic records will be retained as if they were paper documents. Therefore, any electronic files, including emails that fall into one of the document types in Policy #2154 will be maintained for the appropriate amount of time.

1. Email messages sent or received by the District’s computer systems from the date this policy is adopted will be preserved for two years and made available for public inspection on the same terms as other District records.
2. Except as provided in point 3 below, Directors and District staff are required to use (or copy to an address on) the District’s computer systems for all email messages regarding District business. Such email messages fall within point 1 above, i.e., they will be preserved for two years and made available for public inspection on the same terms as other District records.
3. The District will continue to comply with Government Code § 54957.5 which deems to be a public record any document communicated to a majority of the Directors, whether at the same time or successfully, with respect to an item of District business regardless of the means of that communication, including via non-District email accounts. Directors are encouraged to forward such email messages not received by the District’s computer systems nor copied to its staff or to an email address designated for that purpose so they can be preserved in the District’s email retention system, relieving individual Directors of any duty to preserve such email messages or make them available for public inspection.

This policy applies only to the conduct of District business that is subject to the Public Records Act. If District staff conduct personal business on district devices and accounts, those are subject to disclosure unless there's exemption under Information Practices Act or restriction under the Public Records Act.

Authority: Government Code section 7920-7931; Government Code § 54957.5

Holli Doomy Holli Doomy 10/18/23
Author (print and sign) Date

 10/18/23
Annabel Grimm Date
General Manager

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Approved by the Board of Directors on: **September 28, 2023**