

11:02:02:00 Archive and Retention of Email

Purpose:

This policy is established by Dyersburg State Community College (DSCC) to adhere to Federal rules that became effective December 1, 2006 that mandate the preservation of electronic records in certain circumstances. Additionally, State law states that all State public records are open for public inspection unless otherwise provided by law. Tennessee Code Annotated (T.C.A.) §10-7-503.

Scope:

This policy applies to all faculty, staff and students, including part-time and temporary employees. “Public” or “State” records are defined as “all documents, papers, letters, maps and books, photographs, microfilms, electronic data processing files and output, films, sound recordings or other material, regardless of physical form or characteristics made or received pursuant to law or ordinance or in connection with the transaction of official business by any governmental agency.” T.C.A §10-7-301(6).

Policy:

Each employee should set up the following folders in their Microsoft outlook mailbox.

- Business Records
- Personnel Records
- Student Records
- Miscellaneous
- Office General Administrative Files
- Office Personnel Files
- Office Reference Files

Any number of subfolders within the categories listed above may be created for further classifications or for particular retention schedules (see Tennessee Board of Regents (TBR) Guideline G-070 for subcategories).

An example would be:

- Business Records
 - Travel Claims (3y)
 - Payroll Records (4y)
 - Accounts Receivable (5y)

- Student Records
 - Admission Applications (5yAG) (after graduation or last date of attendance)
 - Acceptance Letters (5yAG)
 - Academic Records (perm)
 - Graduation lists (perm)

All emails that pertain to the categories and subcategories outlined in TBR Guideline G-070 should be archived into their corresponding folder/subfolder.

Archived emails should be reviewed annually. Emails past their appropriate retention date should be deleted (see TBR Guideline G-070 for retention dates for specific items).

All information received on DSCC equipment becomes property of DSCC and there is to be no expectation of privacy; this includes email, voice mail and text messages.

Compliance:

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment or suspension.

Definitions:

“Public” or “State” Records: all documents, papers, letters, maps and books, photographs, microfilms, electronic data processing files and output, films, sound recordings or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official business by any governmental agency. T.C.A §10-7-301(6).

Revision History:

Policy created March, 2009. Policy revised February, 2013 and approved by Administrative Council on 02/22/13.