


## **7 - INFORMATION SYSTEMS and SERVICES**

**700 ..... Acceptable Use of Information Systems and Services**

**705 ..... E-mail Retention Policy**

	<b>Chapter 7 – Information Systems and Services</b>
<b>Administrative Policy</b>	<b>ACCEPTABLE USE OF INFORMATION SYSTEMS AND SERVICES POLICY 700</b>

## **700 Information Systems and Services: Employee Acceptable Use**

Lower Columbia College Information Systems and Services include, but are not limited to, all local and wide area networks, Internet access, electronic publishing systems, [www.lowercolumbia.edu](http://www.lowercolumbia.edu), e-mail systems, administrative data processing systems, desktop computers, student labs, telephone systems, video systems, and all other current or future information systems.


The purpose of this policy is to protect the integrity and usability of College information systems and services and to insure their continued availability for student learning and conduct of college business. This policy applies to all College employees who are users of any of the College’s information systems or services.

Users of any of the College’s information systems or services agree to comply with applicable state, federal, and local laws, WAC code, and college policies and procedures.

- **Adopted 2/08**
- **Reviewed by the Cabinet and Leadership Team November 2008**
- **Campus Review: February 1-22, 2009**
- **Approved 2/23/09**

Resources, References, Procedures, or contact information relating to this policy

Resource/Reference/Procedure	Title	Unit Responsibility
<a href="#">Information System and Services – Employee Acceptable Use Policy</a> <a href="#">RCW 42.52.160(3)</a>	Acceptable use of Information systems	VP Administration/Director of Information Services

	<b>Chapter 7 – Information Systems and Services</b>
<b>Administrative Policy</b>	<b>E-MAIL RETENTION POLICY POLICY 705</b>

## 705 E-Mail Retention

This policy is intended to help employees and students of Lower Columbia College determine what information sent or received by email should be retained and for how long, and is meant to address typical records that may be contained in email and does not necessarily reference other types of records, such as paper or other types of electronic files or data. Those records are covered in depth by the State Board for Community and Technical College record retention policy.

The policy includes, but is not limited to, records that are either stored or shared via electronic mail; including instant messaging for official business.

All employees must familiarize themselves with this email retention policy and the specific retentions relating to their department or division. Questions about the proper classification of a specific piece of information should be addressed to the Director of Human Resources.

This email retention policy is secondary to the SBCTC retention policy; any current public record requests for specific public records; and any litigation hold notices for records in response to potential litigation. The **sender** is responsible for retaining emails within the College. The **recipient** is responsible for retaining emails that originate outside the College.

Email retention is generally subject to the following retention periods (see the State Board record retention schedule):

- **Transitory administrative records**  
Records which have no administrative, legal, fiscal, or archival requirement for their retention. These records include personal messages and announcements not related to business; information-only copies; copies of published materials; duplicate copies; preliminary drafts; internal requests for information; transmittal memos; reservations and confirmations; routine college admission letters. Retain until administrative need is satisfied.

- **Routine correspondence**  
Routine correspondence concerning day-to-day office administration and activities. These records include intra-agency correspondence; routine correspondence with other agencies; and correspondence with the public on routine matters. This category does not include executive level correspondence or correspondence concerning policies and procedures. Retain for 30 days.
- **Executive level documentation**  
These records include correspondence and memos at the executive level to and from public officials, the public, and others, concerning policy issues, concerns, actions, or issues. Retain for 4 years in Chief Executive's Office.
- **Non-executive level planning and working files**  
These records include project design plans, survey forms, charges, diagrams, statistics, preliminary analysis reports, research materials, drafts, and other documentation related to management studies, non-fiscal audits, surveys, and planning studies. Retain for 2 years in originating office or designated office.

#### Encrypted Communications

E-mail, and any attachments, containing confidential information shall be encrypted from the sending device to the receiving device. The ability to un-encrypt sender's message through authorized process; sending organization must be able to un-encrypt and retrieve originating version of sent message. Encrypted communications of confidential information should be stored in a manner consistent with College policy, but in general, information should be stored in a decrypted format unless it is confidential personnel, business, protected health or financial information. Please check with the College's Information Services to obtain the appropriate licensed encryption software.

#### Retention Mailboxes

Employees shall retain specific types of email records with longer retention period by copying or blind copying their correspondence to the following mailboxes. After the expiration period, the records may be transferred to archives.

- **Reviewed by the Cabinet and Leadership Team May 2009**
- **Campus Review: Oct. 26 - Nov. 6, 2009**
- **Approved November 30, 2009**

## Retention Mailboxes

- Accreditation email: [accreditation@lowercolumbia.edu](mailto:accreditation@lowercolumbia.edu) (retention period 6 years)
- Alumni fundraising: [Alumni@lowercolumbia.edu](mailto:Alumni@lowercolumbia.edu) (6 years after completion of project)
- Attorney General correspondence: [Attorneygeneral@lowercolumbia.edu](mailto:Attorneygeneral@lowercolumbia.edu) (6 years)
- Audit files: [Audits@lowercolumbia.edu](mailto:Audits@lowercolumbia.edu) (3 years from completion of internal or external audit)
- Business records and contracts: [Businessrecords@lowercolumbia.edu](mailto:Businessrecords@lowercolumbia.edu) (6 years following termination of contract)
- Chief Executive Officer level correspondence: [Admin@lowercolumbia.edu](mailto:Admin@lowercolumbia.edu) (4 years)
- Facilities requests: [Facilitiesuse@lowercolumbia.edu](mailto:Facilitiesuse@lowercolumbia.edu) (date of approval/non-approval plus 1 year)
- Formal student complaints: [Studentcomplaints@lowercolumbia.edu](mailto:Studentcomplaints@lowercolumbia.edu) (1 year following disposition of complaint)
- Legal issues: [Legalissues@lowercolumbia.edu](mailto:Legalissues@lowercolumbia.edu) (6 years, then archive)
- Legislative contacts and lobbying: [Legislative@lowercolumbia.edu](mailto:Legislative@lowercolumbia.edu) (End of session plus 4 years)
- Newsletters: [Newsletters@lowercolumbia.edu](mailto:Newsletters@lowercolumbia.edu) (2 years)
- Personnel records: [Personnel@lowercolumbia.edu](mailto:Personnel@lowercolumbia.edu) (up to 6 years after termination of employment)
- Planning and working files (administrative level)  
[Planningfiles@lowercolumbia.edu](mailto:Planningfiles@lowercolumbia.edu) (2 years)
- Policies and procedures: [Policies@lowercolumbia.edu](mailto:Policies@lowercolumbia.edu) (6 years or until superseded)
- Public disclosure requests and responses:  
[Publicrecordrequests@lowercolumbia.edu](mailto:Publicrecordrequests@lowercolumbia.edu) (final disposition plus 1 year)
- Public information requests and responses:  
[Publicinformationrequests@lowercolumbia.edu](mailto:Publicinformationrequests@lowercolumbia.edu) (response plus 1 year)
- Rule making correspondence: [Rulemaking@lowercolumbia.edu](mailto:Rulemaking@lowercolumbia.edu) (until superseded plus 6 years)
- Student government agenda and minutes: [ASG@lowercolumbia.edu](mailto:ASG@lowercolumbia.edu) (3 years then archive)
- Student clubs agenda and minutes: [Studentclubs@lowercolumbia.edu](mailto:Studentclubs@lowercolumbia.edu) (3 years then archive)

Resources, References, Procedures, or contact information relating to this policy

Resource/Reference/Procedure	Title	Unit Responsibility
<a href="#">Procedure 705.1</a>	E-Mail Retention Procedures	VP Administration/Director of Information Services
<a href="#">SBCTC E-mail Retention Policy</a>		