

**Retention of Electronic Records and Information  
(formerly Education Data / Records Retention)**

The Madison Board of Education (the “Board”) complies with all state and federal laws and regulations regarding the retention, storage and destruction of electronic information and records. The Superintendent or ~~his/her~~ designee shall be responsible for developing and implementing administrative regulations concerning the retention, storage, and destruction of electronic information and the dissemination of such administrative regulations to all ~~employees~~ school officials, employees, and individuals granted access to the computer systems and/or networks of the Madison Public Schools (the “District”) and/or who send electronic messages as part of their work for the District. Collectively, all individuals granted access to the District’s computer systems are referred to as the “Users”.

**Use of E-Mail and Electronic Communications**

The Board ~~of Education~~ provides computers, ~~a~~ computer networks, including Internet access and an e-mail system, as well as any electronic devices that access the networks such as wireless and/or portable electronic hand-held equipment that can be used for word processing, wireless Internet access, image capture and recording, sound recording, information transmitting and/or receiving, storing, etc. (including but not limited to personal laptops, Smartphones, network access devices, Kindles, Nooks, cellular telephones, radios, Walkman, CD players, I-Pads or other tablet computers, walkie-talkies, Blackberries, personal data assistants, I-Phones, Androids and other electronic signaling devices), (referred to collectively as "the computer systems"), in order to enhance both the educational opportunities for our students and the business operations of the district.

Electronic messages sent by ~~school officials and employees~~ users as part of their work and/or by using the district’s computer systems and/or network(s) are not private communications and are potentially subject to disclosure. ~~Employees~~ Users must understand that the Board has reserved the right to conduct monitoring of these computer systems and may do so *despite* the assignment to individual ~~employees~~ users of passwords for system security. Any password systems

34 implemented by the District are designed solely to provide system security from unauthorized  
35 users, not to provide privacy to the individual system user.

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37 *The system's security aspects, message delete function and personal passwords may be bypassed*  
38 *for monitoring purposes. Therefore, ~~employees~~ users must be aware that they should not have*  
39 *any expectation of personal privacy in the use of these computer systems.* This provision applies  
40 to any and all uses of the District's computer systems, including any incidental personal use  
41 permitted in accordance with the Board's policy and regulations regarding computer use by  
42 ~~employees~~ users.

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44 Any retained messages may be retrieved as part of routine monitoring by the Board, an employee  
45 investigation or a formal discovery process as part of litigation. ~~Employees~~ Users should bear in  
46 mind that e-mail messages may be retained at different locations within the computer network  
47 and that these messages are subject to retrieval. Consequently, ~~employees~~ users should use  
48 discretion when using computers or other electronic technology to send, record or retain  
49 electronic communications and information.

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51 **Retention of Electronically Stored Information**

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53 Electronic communications on District computers or electronic communication systems shall be  
54 retained only as long as necessary. The same record retention policy that applies to paper  
55 records applies to electronically stored information, including e-mail communications.  
56 Therefore, like paper records, the content and function of an electronic record, including e-mail  
57 communications, determines the retention period for that document. The District will comply  
58 with all of the minimum standards set forth in the Municipal Records Retention Schedules, as  
59 issued by the Office of the Public Records Administrator for the State of Connecticut.

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61 In addition to the retention guidelines established by the Board and used by school district  
62 officials and employees, all school officials and employees have a duty to preserve all records  
63 and electronic information, including records and electronic information that

64 #2240(c)

65 might otherwise be deleted or destroyed, that relate to any matter that is currently in litigation or  
66 may be anticipated to involve future litigation.

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68 Legal References:

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70 Conn. Gen. Stat. §§ 1-200(5); 1-211; 1-213(b)(3)

71 Conn. Gen. Stat. § 7-109

72 Conn. Gen. Stat. § 11-8 et seq.

73 General Letters 96-2 and 2009-2 of the Public Records Administrator

74 Public Records Policy 01, *Digital Imaging*, of the Public Records Administrator

75 (Aug. 2014)

76 Record Retention Schedules Towns, Municipalities and Boards of Education

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78 Frequently Asked Questions about E-mail, CT Public Records Administrator, *available*

79 at <https://ctstatelibrary.org/wp-content/uploads/2015/05/EmailGuidelines.pdf>.

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