

Retention of Electronic Records and Information

1
2
3
4 The Board of Education (the “Board”) complies with all state and federal regulations
5 regarding the retention, storage and destruction of electronic information and records.
6 The Superintendent or his/her designee shall be responsible for developing and
7 implementing administrative regulations concerning the retention, storage, and
8 destruction of electronic information and the dissemination of such administrative
9 regulations to all employees.

10
11 **Use of E-Mail and Electronic Communications**

12
13 The Board of Education provides computers, a computer network, including Internet
14 access and an e-mail system, as well as any electronic devices that access the network
15 such as wireless and/or portable electronic hand-held equipment that can be used for
16 word processing, wireless Internet access, image capture and recording, sound recording,
17 information transmitting and/or receiving, storing, etc. (including but not limited to
18 personal laptops, Smartphones, network access devices, Kindles, Nooks, cellular
19 telephones, radios, Walkman, CD players, I-Pads or other tablet computers, walkie-
20 talkies, Blackberries, personal data assistants, I-Phones, Androids and other electronic
21 signaling devices), (referred to collectively as "the computer systems"), in order to
22 enhance both the educational opportunities for our students and the business operations of
23 the district.

24
25 Electronic messages sent by school officials and employees as part of their work and/or
26 by using the district’s computer systems and/or network are not private communications
27 and are potentially subject to disclosure. Employees must understand that the Board has
28 reserved the right to conduct monitoring of these computer systems and may do so
29 *despite* the assignment to individual employees of passwords for system security. Any
30 password systems implemented by the District are designed solely to provide system
31 security from unauthorized users, not to provide privacy to the individual system user.

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

39

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

46

47 **Retention of Electronically Stored Information**

48

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

57

58 In addition to the retention guidelines established by the Board and used by school
59 district officials and employees, all school officials and employees have a duty to
60 preserve all records and electronic information, including records and electronic
61 information that might otherwise be deleted or destroyed, that relate to any matter that is
62 currently in litigation or may be anticipated to involve future litigation.

63

64 Legal References:

65

- 66 Conn. Gen. Stat. §§ 1-200(5); 1-211; 1-213(b)(3)
67 Conn. Gen. Stat. § 7-109
68 Conn. Gen. Stat. § 11-8 et seq.
69 General Letters 96-2 and 2009-2 of the Public Records Administrator
70 Public Records Policy 01, *Digital Imaging*, of the Public Records Administrator
71 (Aug. 2014)
72 Record Retention Schedules Towns, Municipalities and Boards of Education
73
74 Frequently Asked Questions about E-mail, CT Public Records Administrator,
75 available at [https://ctstatelibrary.org/wp-](https://ctstatelibrary.org/wp-content/uploads/2015/05/EmailGuidelines.pdf)
76 [content/uploads/2015/05/EmailGuidelines.pdf](https://ctstatelibrary.org/wp-content/uploads/2015/05/EmailGuidelines.pdf) .
77
78
79 First Reading: March 2, 2021