

E-26 RECORD RETENTION OF ELECTRONIC MAIL

It is the policy of the Plainfield Community School Corporation to follow the retention schedule set forth by a project sponsored by the Clay Community School Corporation in 1991 that resulted in a retention schedule covering basic school records. For any school record not cited in the "Clay Standards," the Hendricks County Public Records Commission has the authority to set those retention schedules.

All email created, sent, or received from the Plainfield Community School Corporation of little or no historical value may be deleted when no longer useful. Electronic correspondence of significance should be maintained by the end user as appropriate.

The content of email is the determining factor. If the email would constitute a public document in another format, it would be retained on the same schedule as the document in another format. If it is informational in the same manner as a phone call format, or spam, it need not be retained, at the discretion of the end user.

LEGAL REF: I.C. 5-15-16

SOURCE: Plainfield Community School Corporation
Plainfield, IN
ADOPTED: 04/10/08
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