

Email Retention

I. PURPOSE

To provide Pioneer Community Energy (Pioneer) staff with legal requirements and best practices for email retention. The policy also provides internal processes.

II. DEFINITIONS

“Email Account” shall mean any email account created, owned, and maintained by Pioneer for the purpose of official business.

“Official Business” shall mean carrying out the responsibilities and duties of the office or position held by the employee.

III. BACKGROUND

Pioneer email accounts are used as a tool for communicating with current/potential vendors, customers, consultants, members of the public and other persons. Based on California Government Code 6253.32 public agencies are required to retain electronic communications related to the conduct of the public’s business for a minimum of two years.

IV. SCOPE

This policy applies to all Pioneer email accounts.

V. POLICY

All Pioneer emails relating to the conduct of the public’s business must be retained and preserved for a minimum period of two years. Except as provided in the next paragraph, after two years these emails will be removed from the system.

Emails related to long-term projects or litigation may need to be retained longer than the two-year requirement. These emails will be

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saved in email retention project folders created by IT staff. To create an email retention folder, staff will submit a request to IT staff. Once the email retention project folder is created, it will be the responsibility of the requesting staff member to move necessary emails to the appropriate folder. By creating separate email retention project folders, Pioneer can avoid unnecessary staff time spent locating emails. Emails placed in an email retention folder will not be removed without the approval of the Executive Director.

VI. ENFORCEMENT

Any Staff member found to have violated this policy may be subject to disciplinary action, up to and including termination.

VII. DISTRIBUTION

This policy is to be distributed to all Pioneer staff who use Information Resources.