

## ELECTRONIC MAIL

Electronic communications (including records made with other software and sent in e-mail) which are sent or received by the Board or District employees pertaining to the business of the school may be subject to public disclosure and inspection as public records and discovery in litigation as evidence in support of a claim. Use of electronic mail should conform to the same standards of judgment, propriety, and ethics as other forms of school business-related communications. Board members, officers and employees may create electronic records through the use of e-mail on their private computers or borrowed computers when communicating about school business-related issues. All business-related electronic communications by Board members, officers and employees are to be turned over to the school records office to be sorted and have their value as a record determined. For these reasons a record keeping system for electronic communications shall be established in which those types of electronic communications:

- Shall be categorized in the same manner as is required for paper records,
- Shall be stored in a way permitting ease of record retrieval,
- And shall contain explicit sender and receiver identification.

The following guidelines shall be adhered to in order to establish a record keeping procedure for such communications.

- A repository for electronic communications shall be established at the direction of the Superintendent.
- All school business-related communications, including communications from private computers used by school Board members, officers and employees shall be segregated to a file folder and then to a location designed by the District so that these records may be maintained and inspected by any person upon request, unless the materials are otherwise made confidential by law.
- The determination of record status shall be on the same basis as is used for paper records.
- Once the communication is transferred to the records maintenance location and into the record keeping system the original electronic version may be deleted. The version maintained in the proper record keeping system is the official copy and must be retained for the same period as required for other forms of the same record series.

- A retrieval system for electronic mail and data transmitted with mail shall be established that will permit reasonable access to the records with a minimum of effort, identifying the recipient and the sender.

Adopted: date of manual adoption

LEGAL REF.: A.R.S. 38-431.01 *et seq.*

39-101

39-121 *et seq.*

41-1343

41-1346

20 U.S.C. 1232g Family Educational Rights and Privacy Act

A.G.O. 105-004

Records Retention and Disposition for Arizona School Districts  
(2004), Records Management Division of the Department of  
Library, Archives, and Public Records

CROSS REF.: BDF – Advisory Committees

BEDH – Public Participation at Board Meetings

BHC – Board Communications with Staff Members

BHD – Board Communications with the Public

CFD – School-Based Management (School Councils)

EGD – Use of Technology in Office Services

EHB – Data/Records Retention (Records Management)