



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Board of Trustees Policy

Chapter 6 – BUSINESS AND FINANCIAL SERVICES

BP 6551 Electronic mail (Email)

Email messages and email documents pertinent to legal matters and other important business issues are retained by the SDCCD for at least one year unless there is a legal requirement to retain for a longer period of time.

All other email messages and email documents related to routine, non-essential matters are backed up daily and retained for 30 days.

The Chancellor is authorized to establish administrative procedures to assure the retention and destruction of electronic mail (Email) in compliance with Title 5.

References:

Title 5 Sections 59020, et seq.;

Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, 45

Adopted: June 12, 2014

Supersedes: New Policy

See Administrative Procedures: