

## **E-MAIL RETENTION**

The School District is obligated to respect and, in many cases, to protect confidential data. There are, however, technical, and legal limitations on the District's ability to protect confidentiality. For legal purposes, electronic communication (e-mail) is no different than a paper document. In limited circumstances the District may be legally compelled to disclose information relating to business or personal use of e-mail to community members under the Right-to-Know Law, to governmental authorities or, in the context of litigation, to other third parties. E-mail may also contain information that should be retained in the official records of the School district.

All e-mail messages will be deleted from the system 30 days after receipt of an e-mail message.

First Reading:	April 8, 2008
Second Reading:	May 13, 2008
Adopted:	May 13, 2008