	<b>Technology Services Network Management Operations</b>	<b>SOP #</b>	TS-NMO-003
		<b>Revision #</b>	
		<b>Implementation Date</b>	June 1, 2015
<b>Page #</b>	1 of 2	<b>Last Reviewed/Update Date</b>	July 26, 2015
<b>SOP Owner</b>	Nelda Hanzi	<b>Approval</b>	Greg Rhodes
<b>SOP Name</b>	Email retention policy		

## Standard Operating Procedure

### **1. Purpose**

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Inform all CFISD email system users that the district will implement and enforce a 5 year email retention policy.

### **2. Scope**

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All email and attachments, including archives, will be deleted after 5 years, and will not be retrievable after that time. Required retention for most items is "fiscal year-end + 5 years." A schedule has been developed to delete older emails and bring the district into compliance with the policy.

### **3. Prerequisites**

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User has a district-provided email account.


### **4. Responsibilities**

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Records Management is responsible for developing the retention policy.

In cases where there is a need to retain records longer than 5 years records management officer will work with those departments to retain records separate from the email system.

Network Management Operations (NMO) will be responsible for implementing the policy by deleting emails older than 5 years.

	<b>Technology Services Information Services and Applications</b>	<b>SOP #</b>	TS-NMO-002
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**5. Procedure**

#	Step	Responsibility
1	Periodic review of established guidelines and retention policies in accordance with state & federal regulations.	RECORDS MGMT
2	Proper notification of retention policies and deletion schedules	RECORDS MGMT
3	Implement and verify backups comply with retention policy.	NMO
4	Perform deletions as scheduled.	NMO