

**SCHOOLCRAFT COLLEGE**  
18600 Haggerty Road, Livonia, Michigan 48152-2696

**EMAIL AND ELECTRONIC RECORDS MANAGEMENT**

The College requires anyone with a college email account to retain and/or destroy email messages in the course of conducting official business in accordance with an approved records Retention and Disposal Schedule.

**DEFINITIONS**

Electronic mail (email): is a means of exchanging messages and documents using telecommunications equipment and computers. A complete email message not only includes the contents of the communication, but also the transactional information.

Electronic records are considered mailbox items or combination of items such as: message, task, calendar appointment, note, contacts, etc.

Transactional information related to an email message includes the date and time of when an email message was sent and received as well as the email address of the sender and recipient(s).

The Michigan Freedom of Information Act (FOIA) (Public Act 442 of 1976, as amended) was enacted to establish legal access to public records. The Act defines public record as recorded information “prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created.” Certain laws require the College to protect and manage public records accordingly.

Long term storage is any period exceeding the 120 days maximum retention period on the email system.

**RECORDS RETENTION AND DISPOSAL SCHEDULES**

Records Retention and Disposal Schedules are listings of records that are maintained by each department of the College. In the course of conducting their official business, the department will identify how long the records must be kept, when they may be destroyed, and when certain records can be sent to the Archives for permanent preservation. In accordance with Michigan law, records cannot be destroyed unless their disposal is authorized by a Retention and

Disposal Schedule approved by the appropriate department executive, the Records Retention Specialist and the State of Michigan Local Government Records Management Preservation Program.

- As of the policy date stated, the current penalty for willfully carrying away, mutilating or destroying public records not in accordance with Records Retention and Disposal Schedules is a misdemeanor punishable by imprisonment of not more than two years or by a fine of not more than \$1,000.

### **RESPONSIBILITIES OF EMPLOYEES**

Most email content should fall under the office specific Retention and Disposition Schedules. Examples include email related to contracts, student complaints, lawsuits, employee discipline, and departmental procedures. If the content of an email message (or document(s) attached to said message) relates to an established listing of records appearing in the Records Retention and Disposal Schedules, it should be made a part of that established file and retained appropriately as per the retention period in the schedules.

College employees are required to perform the following:

#### Email Retention

- Senders and recipients of email messages shall evaluate each message to determine if they need to keep it as documentation of their role in a business process.
- Senders are generally considered to be the person of record for an email message. However, if recipients of the message take action as a result of the message, they should also retain it as a record according to the department Retention and Disposal Schedule.
- It is recommended that employees retain only the final message in a communication string that documents the contents of all previous communications. This is preferable to retaining each individual message, containing duplicate content.
- Evaluate the content and purpose of each email message to determine its retention period according to the departmental Retention and Disposal Schedule and retain email that has not fulfilled its legally mandated retention period.
- Retain transactional information with the email message if there is a substantial likelihood of relevancy to litigation.
- Organize email messages so they can be located and used.

For the retention of email, an employee must either;

Migrate the message (and/or attached documents) from the email system to another medium in accordance with current Information Technology prescribed procedures

Or

Generate a hard copy printout and store in an appropriate manner according to the approved Records Retention and Disposal Schedule.

#### Email Disposal

- Dispose of transitory, non-record and personal email messages from the email system.
- Dispose of email messages in accordance with an approved Retention and Disposal Schedule that document the official functions of the department. Note: Records, including email, shall not be destroyed if they have been requested under FOIA, or if they are part of on-going litigation, even if their retention period has expired (Litigation Hold Procedure 1076.2).
- Retain all work-related appointments, tasks and notes stored in the email system for 2 years after the event takes place.
- Recognizing that email messages that are sent and received using the Schoolcraft College email system are not private, employees are encouraged to manually delete non work-related appointments from the email system after the event takes place.
- Employees using the web access version of email are required to empty the deleted items folder at the end of each email session.

Employees must use the official College email account for communicating College related business.

#### **RESPONSIBILITY OF THE COLLEGE**

- Ensure that its records are listed on an approved Records Retention and Disposal Schedule.
- Ensure that all employees with Schoolcraft College email accounts are aware of and must comply with this policy.
- Notify Information Technology Department when the accounts of former employees can be closed.
- Ensure that the email messages (and other records) of former employees are retained in accordance with approved Records Retention and Disposal Schedules.
- Notify the Litigation Hold Committee when a department becomes involved in litigation or receives a FOIA request.

- Exceptions to the procedures in this document may be granted in writing by the Litigation Hold Committee.

## **RESPONSIBILITY OF THE INFORMATION SYSTEMS DEPARTMENT**

Effective as of policy enacted date;

- Purge email items 120 days after deleted from the individual's account. This applies to documents attached to email messages as well as to the messages themselves.
- For disaster recovery purposes email items should be backed up to tape for offsite security storage; not to exceed the maximum 120 day retention period for all email deleted from the employees account.
- Email placed in a deleted folder is deleted automatically upon exit from Outlook.
- Pursuant to Schoolcraft College Policy 1090, Information Security, email access will not be available to persons separated from the College and will be removed from personal device(s) per automated means available.

These guidelines will be followed to the extent that the email messaging systems will allow.

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