

Public Electronic Mail Records

Public electronic mail records are those that evidence the district's functions, policies, decisions, procedures, operations or other activities of the district or that contain valuable district data. Segregation/storage may be accomplished by creating a separate storage location for public electronic mail on the hard drive of the recipient's computer or terminal, by saving public electronic mail to a disk or similar storage apparatus or by printing the electronic mail on paper and deleting it from the electronic mail system. If the electronic mail is printed on paper, that document will be located with other documents having similar retention characteristics and will be treated like any other public record of the district. If a separate storage location or disk is used, it must be clearly identified as "public electronic mail".