

ADOPT A NEW E-MAIL RETENTION POLICY

THE CHIEF EXECUTIVE OFFICER RECOMMENDS:

RECOMMENDATION: The Board should adopt the following E-mail Retention Policy:

PURPOSE: The purpose of this policy is to establish the retention and related requirements for messages, calendars, notes and task items located on the Board's E-mail system(s).

POLICY TEXT:

The Board hereby adopts the following E-mail Retention Policy for the Board's E-mail system(s):

D. School-Based E-Mail Systems

Any school which plans to upgrade its e-mail system must ensure that its system complies with the

condition for continued operation