



Board of Education

Office of the Board
1 North Dearborn Street
Suite 950
Chicago, IL 60602

Board Report

24-1101-PO4

Agenda Date: 11/1/2024

AMEND BOARD REPORT 07-0725-PO3
E-MAIL RETENTION POLICY AND RENAME TO
EMAIL AND COLLABORATION APPLICATION RETENTION POLICY

THE CHIEF EXECUTIVE OFFICER RECOMMENDS:

That the Chicago Board of Education ("Board") amend Board Report 07-0725-PO3, E-Mail Retention Policy and rename the policy to Email and Collaboration Application Retention Policy, as part of the Board's required biennial policy review. This policy was posted for public comment from August 30, 2024 until September 20, 2024.

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 Chicago Public Schools' ("District") email and collaboration system(s) applications which include Google Email, Google Tasks, Google Group Posts, Google Chat, Google Calendar, and Google Meet ("Google Workspace Applications").

POLICY TEXT:

~~This Policy applies to all Users, except student users, of any Board E-Mail system~~

~~Board's E-Mail system(s).~~

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This Policy includes the minimum retention requirements that apply to items in specific Google Workspace Applications which are implemented by the Office of Information and Technology Services ("ITS") for the District. The minimum retention requirements for items created, received, and maintained in the Google Workspace Applications included in the policy apply throughout the District to all student and non-student users. The minimum retention requirements have been established by the Local Records Commission of Cook County ("Commission").

B. Retention Period

1. ~~E-Mail~~ Email messages and attachments, Google Group Posts, and Google Chats and ~~Note~~ items more than one (1) year in age will be automatically deleted by ITS from a User's mailbox the system. Any E-Mail messages and Note items, including document attachments that need to be retained for longer than one (1) year either (a) pursuant to law, (b) an order of a court, (c) at the direction of the Board's Law Department, (d) pursuant to the Board's records retention schedule registered _____

CROSS REFERENCES: 20-0624-PO1

LEGAL REFERENCES: 50 ILCS 205

DocuSigned by:

