

Pennsbury School District

School Board Policy

Effective Date	Supersedes Index No.	Index No.
2/19/09	NEW	815.2

Title: Electronic Communications Retention

Purpose: Recently the Federal Rules of Civil Procedure regarding electronic discovery and the archiving of digital communications were amended. These amendments do apply to school districts, as a school district, just like any business, has the potential to be involved with federal court litigation. The amendments, which are most relevant to school districts, deal with the role of the courts and the parties regarding electronic discovery issues. Based on the requirements of these changes, school districts need to ensure that they have electronic document management policies and procedures in place for the retention and purging of electronic mail.

Policy: To comply with the Federal Rules of Civil Procedure regarding electronic discovery we will retain all emails received for a period of time as denoted in the Electronic Communications Retention Procedure documentation at which time they will be automatically deleted.

Reference: The Chief Executive Officer or Superintendent shall establish an appropriate administrative procedure to support this policy. See Administrative Procedure 815.2.

Responsible Administrator: Director, Information Technology