



COUNTY OF EL DORADO, CALIFORNIA

BOARD OF SUPERVISORS POLICY

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|---|--|----------------|--------------|------|--------|-----------------------------------|----------------------------------|
| Subject: Electronic Messaging Retention Policy | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Policy Number:</td> <td style="width: 40%;">Page Number:</td> </tr> <tr> <td style="text-align: center;">A-21</td> <td style="text-align: center;">1 of 2</td> </tr> <tr> <td>Originally Adopted: XX/XX/XXXX</td> <td>Last Revised Date: XX/XX/XXXX</td> </tr> </table> | Policy Number: | Page Number: | A-21 | 1 of 2 | Originally Adopted: XX/XX/XXXX | Last Revised Date: XX/XX/XXXX |
| Policy Number: | Page Number: | | | | | | |
| A-21 | 1 of 2 | | | | | | |
| Originally Adopted: XX/XX/XXXX | Last Revised Date: XX/XX/XXXX | | | | | | |

I. PURPOSE

The County email system is considered a transitory communication system and not intended to be used as the official repository of records. The purpose of this policy is to establish the County’s electronic messaging retention policy.

III. Definitions

- A. County Email System** - email infrastructure system managed by the County Information Technologies Department covering all County email account users/holders (both temporary and permanent) excluding email domains edso.org and eldoradoda.org.
- B. Electronic Messaging** – Any communications including but not limited to email, SMS text messages, instant messaging, chat, sent or received by employees via the County email system. This definition includes transactional information and attachments associated with such messages, as well as the content of the message itself.
- C. Litigation Hold** – the process used by County Counsel or Human Resources/Risk Management to notify County departments about pending or reasonably anticipated litigation involving the County and the department’s obligation to preserve relevant records and information.

II. POLICY

- A. Emails will be automatically purged and permanently deleted from the County Email System 10 years after they are created, sent, or received in the County Email System for active and inactive employees.
- B. All emails in the “Trash” or “Deleted” folder will be automatically purged and permanently deleted from the County Email System after 30 days.
- C. All other Electronic Messaging, such as instant messaging and chat, will be automatically purged and permanently deleted from the County Email System 30 days after they are created, sent, or received.
- D. The automatic deletion schedules described herein do not apply to emails that are subject to a Litigation Hold. Emails subject to a Litigation Hold will be retained in the County Email System until the release of the Litigation Hold.



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| | A-21 | 2 of 2 |
| | Originally Adopted: XX/XX/XXXX | Last Revised Date: XX/XX/XXXX |

III. PROCEDURE

- A. If information transmitted via email or electronic messaging is required to be retained under the County’s records retention schedule for a longer time period beyond the automatic deletion schedules provided in Section II, such email or electronic messaging must be moved and stored outside of the County Email System prior to the automatic deletion. Each department is responsible for determining the method for preserving and storing such email or electronic messaging in a file location other than the County Email System.

IV. REFERENCES

- A. A-19 General Network Usage Policy,
- B. A-7 Processing California Public Records Act Requests,
- C. A-13 Computer and Network-Based Information Systems.

V. RESPONSIBLE DEPARTMENT(S)

Information Technology, County Counsel, All Departments with electronic messaging and documents.

VI. DATES (ADOPTED, REVISED, NEXT REVIEW)

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|----------------------------|------------|---------------------|------------|
| Originally Adopted: | XX/XX/XXXX | | |
| Last Revision: | XX/XX/XXXX | Next Review: | XX/XX/XXXX |