

ELECTRONIC DOCUMENT STORAGE AND RETENTION POLICY

Sweetwater County School District Number One, State of Wyoming shall Store, Retain and Destroy Electronic Documents and Files based on the guidelines and timelines within this policy. Employees are responsible for understanding their obligation in retaining and destroying electronic documents, including but not limited to email, instant messaging, text files, audio files, movie files, pdf documents, Microsoft Office documents, etc.

I. ADMINISTRATION

The District shall appoint one or more employees who are responsible for implementation, oversight and coordination of this policy. In the event of an issuance of Suspension for Electronic Records Destruction the employee(s) appointed for oversight will be responsible to inform all parties of the suspension and direct them on how to handle documents.

All electronic documents and interim versions of electronic documents are subject to this policy.

All electronic documents will be stored based on the Wyoming State Archives Records Management Manual for School Districts or District guidelines, whichever timeframe is longer.

Electronic documents with retention guidelines shorter than what is listed in the Wyoming State Archives Records Management for School Districts may be converted to hard copy to be in compliance with stated timeframes from the Wyoming State Archives Records Management for School Districts.

Employees should refrain from storing personal documents and records on District computers, servers and networks. Any personal documents stored on district infrastructure will be archived per this policy and may be used in a legal proceeding.

II. SUSPENSION OF ELECTRONIC RECORDS DESTRUCTION

The District shall suspend the destruction of Electronic Documents based on advise from counsel and/or based on the following:

- The District enters into litigation
- District is served with a subpoena
- District is served with a request for documents
- Governmental investigation
- Governmental audit

Adopted: 6/9/08

School District #1, Sweetwater County, Wyoming