

**RETENTION OF ELECTRONIC COMMUNICATIONS**

For legal purposes, electronic communication is no different than a paper document. Electronic communication that would have been saved had the contents been transmitted in paper form, should be saved elsewhere or printed and filed, prior to deletion. The district may be legally compelled to disclose information relating to any electronic communications to governmental authorities or, in the context of litigation, to other third parties. Individuals with questions regarding the retention of particular electronic communications should obtain an opinion from their supervisor.

Examples of electronic communications which should be either **printed and retained**, or **stored electronically** are:

- Electronic communications that address significant aspects of a specific student's educational program including, but not limited to: health, discipline, special education program, interaction with any child-service agency, and communications with parents relating to specific aspects of the student's interaction with the school district.
- Electronic communications that address and/or provide information used in making policy decisions that concern curricular or co-curricular activities, personnel actions or that relate to the business transactions of the school district.
- Electronic communications that address activities of significant interest in the community relating to the school district.

Examples of electronic communications which may be **deleted** without storing electronically or printing a hard copy are:

- Electronic communications that address routine administrative matters, curricular and co-curricular matters, announcements of meetings, schedules of events, etc.
- Electronic communications that take the place of informal discussion which, if they were printed, would not be retained in school records
- Electronic communications that transmit generic information and are not specific to a student's educational program

**Legal References:**

Right-to-Know law

RSA 91-A

RSA 189:29-a

Policy EHB\*, *Records Retention & Disposition*

Policy EHAA, *Computer Security, E-mail, and Internet Communications Policy*

Adopted 2007

Reviewed 2015

