

Title:	Electronic Records Retention	Related Policies:	
Number:	3.12	Related Procedures:	
Status:	approved	Adopted:	6-20-09
Owner:	Shuaib Hanief (Interim Director)	Accounting:	
Last Revised:	5-4-09 – first read 6-20-09 – second read	Legal:	FCS, O.C.G.A. 50-18-70, 50-18-72, 50-18-90, 50-18-120

Policy Detail

Amana Academy generally follows Fulton County policies and procedures for email retention, including schedules for how long to retain email. Message retention is the responsibility of each employee. The following types of emails should be retained:

- Discussions of business policies and procedures
- Management of programs – i.e., periodic reports, budgets, and so forth
- Email with vendors related to contracts or billing.
- Official staff correspondence – but not general messages or notices
- Teacher/parent correspondence (not general notices).
- Any email that might have future legal relevance.

All other email should be saved as long as it has relevance to the teacher or the school, but then should be deleted. Trash folders should be emptied regularly.