

Burr Ridge Community Consolidated School District #180 Policy Manual

Policy 6:235-AP

Archiving Data

1. The district archives all email incoming and outgoing mail internally including spam/unwanted email. When the email mailbox that stores all incoming and outgoing email messages reaches near full capacity for storage capabilities the email is dated and burned to a DVD. The DVD with the historic email is stored in Superintendent's office in a locked cabinet.
2. The district tracks school account instant messaging through an outside e-mail system that is secure. At the end of the school year the district will burn to CD/DVD all instant messages in Microsoft Entourage Format and these messages will be stored in the Superintendent's office in a locked cabinet.
3. The email server, web server, database server are backed up regularly and old data is overwritten with new data erasing all previous files that have been written over. The district holds no responsibility for files that are written over.
4. Any employee of Burr Ridge C.C.S.D 180 that wants to recover a deleted email or instant message that the employee no longer has must have the superintendent authorize data recovery of that letter. The employee must write a letter to the superintendent asking why the employee needs to recover a deleted email.
5. All employees of Burr Ridge C.C.S.D 180 must acknowledge that they understand that all electronic messages are archived and can be viewed at any time by the superintendent or his designee.