

ELECTRONIC COMMUNICATIONS

PURPOSE

The purpose of this policy is to provide direction for retention and deletion of electronic communications.

POLICY

- A. Electronic communications via the City's computerized Integrated Messaging Systems (IMS), including, but not limited to, e-mail or voice-mail systems, are an important and effective tool that facilitates the conduct of the City's business through efficient, expeditious and cost effective communications. Electronic communications, by their nature, are not customarily preserved and retained by the City or its officers or employees, but are transitory in nature similar to, and often used as a substitute for, telephonic or person-to-person communications. The City Council recognizes its legal obligations relating to the preservation and/or public disclosure of public records pursuant to the requirements of destruction of records laws and/or the Public Records Act (PRA). However, the City's electronic communication systems have a limited capacity and, as such, the City routinely purges (deletes) e-mail and voice-mail communications from the system. Each system, to function as intended, anticipates or requires that employees regularly delete the communications from the system. Accordingly, an electronic communication shall not to be used by any City official or employee as the exclusive means to memorialize information when it is necessary or intended that the informational content of the communication be preserved for future City use or reference.
- B. All electronic communications to, from, between or among any City officials or employees by use of an electronic communication system to facilitate any business of the City, where it is neither necessary nor intended that the informational content of the communication be preserved for future City use or reference, may be deleted from the City's computer system without preserving the informational content of the communication or any portion thereof, unless: (1) a law expressly requires such communication to be kept; or (2) the preservation of the communication is necessary or convenient to the discharge of the public officer's or employee's duties and the communication was made or retained for the purpose of preserving this informational content for future City use or reference.

- C. If the City is required to maintain any electronic communication as a permanent record, it shall be printed out in hard copy form for permanent filing. Alternately, an electronic file shall be copied, archived and stored separately from ordinary entries or message logs, capable of being retrieved in readable or audible and comprehensible form.

Adopted - April 23, 2002

Amended - September 27, 2011

Formerly F-17