



Central Utah 911 Policy Manual

SECTION 19: RETENTION POLICIES

Scope:

All Staff

Issue Date:

September 4, 2018

Responsible Department:

Information Technology

Revision Date:

Approved by:

CU911 Board of Directors

Policy:

19.1 Electronic Communication and Document Retention

PURPOSE:

This policy outlines the procedures governing the retention and destruction of electronic communication and digital documents within the organization. The purpose of this policy is to establish an electronic communications and document policy for all employees that create, use, and manage electronic communications and documents as part of the transaction of organizational business.

This policy applies to all organization-provided electronic communications equipment, document creation and storage for district use.

POLICY:

Definitions

- A. Email** messages are similar to other forms of communicated messages such as correspondence, memoranda, and letters. These include non-record (transitory) emails, Administrative and Executive emails.
- B. Electronic Documents** includes Microsoft Office Suite and PDF files. Retention depends on the subject matter.
 - 1. PDF documents** – The length of time that a PDF file should be retained should be based upon the content of the file. PDF files the employee deems vital to the performance of their job should be noted and discussed during review period to ensure proper archiving.

2. Text/formatted files – Staff will conduct annual reviews of text/formatted files (e.g., Microsoft Word documents) and will convert to PDF or delete those they consider unnecessary or outdated. Text/formatted files the staff deems vital to the performance of their job should be noted and discussed during review period to ensure proper archiving.

- C. Non-record or Transitory Electronic Communications** are considered to have no administrative, legal, fiscal, or archival requirements for their retention. **D. All other records will be maintained, archived and destroyed according to current approved state retention schedules.**
- D. Administrative Communications** are incoming and outgoing business-related correspondence, regardless of format or mode of transmission, created in the course of administering agency functions and programs. Administrative correspondence documents work accomplished, transactions made, or actions taken. **Executive Communications** are incoming and outgoing business-related correspondence, regardless of format or mode of transmission, which provides unique information relating to the functions, policies, procedures or programs of an agency. These records document executive decisions made regarding agency interests.

Responsibility for Retention

The IT department is responsible to maintain appropriate retention systems.

Method of Retention

All emails are retained as they interact with approved email services.

Responsibility for Email Management

Information Technology (IT) Department E-mail Management

1. Archived Emails

Data that needs to be kept active in mailbox but puts mailbox size over limit needs to be put into an archive mailbox file. Must be done under the assistance of the IT department. Retention schedules still apply with archived email files.

Litigation Proceedings

Regardless of retention requirements, documents, email and all other electronic correspondence pertaining to threatened or actual legal proceedings must be retained until the litigation is concluded. It is the responsibility of anyone involved in or anyone that has knowledge of to notify the Executive Director in writing of the need to hold documents or electronic communications.

Email Accounts When Employee Leaves Employment

When an employee is no longer employed, it is the responsibility of Executive Director to immediately notify all departments. User's mailbox will be captured in a storage file format, moved to storage system and maintained based on retention schedule.

Personal document folder

When an employee is no longer employed, it is the responsibility of HR to immediately notify the IT department User's personal file folder on the server will be compressed and moved to storage system and maintained based on retention schedule.

APPENDIX A

Type of Document	Retention Schedule	Disposition
Accounts payable ledgers and schedules	3 years	Destroy
Audit reports	5 years	Archive
Bank reconciliations	3 years	Destroy
Bank statements	3 years	Destroy
Budget Authorization Records	3 years	Destroy
CAD Logs	1 year	Destroy
Checks (for important payments and purchases)	5 years	Destroy
Contracts, mortgages, notes, and leases (expired)	6 years	Destroy
Contracts (still in effect)	6 years after expiration	Destroy
Correspondence (general)	7 years	Destroy
Correspondence (legal and important matters)	Permanently (On site 3 years)	Archive
Correspondence (with customers and vendors)	3 years	Destroy
Deeds, mortgages, and bills of sale	Permanently (On site 3 years)	Archive
Depreciation schedules	7 years	Destroy
Duplicate deposit slips	5 years	Destroy
Email/Personal Computer File Archive - Administration	2 years onsite than transferred to State Archive 5 years (7 years total)	Destroy
Email/Personal Computer Files Archive - Dispatcher	1 year onsite after termination	Destroy
Email/Personal Computer Files Archive – Executive Director	Permanently (On site 3 years)	Archive
Email/Personal Computer Files Archive - Supervisor	2 years onsite than transferred to State Archive 5 years (7 years total)	Destroy
Employment applications (Dispatcher)	3 years	Destroy
Employment applications (Administrative)	5 years	Destroy
Employee Benefit Election Forms	3 years	Destroy
Employee Wage History Records	65 years	Destroy
Expense analyses/expense distribution schedules	3 years	Destroy
Full-Time Employee Report	3 years	Destroy
Internal Audit reports	7 years	Destroy
Inventory records for products, materials, and supplies	3 years	Destroy
Invoices (to customers, from vendors)	3 years	Destroy
Leave Category Changes	3 years	Destroy
Minute books, bylaws, and charter	Permanently	Archive
Non-Benefited Insurance records, current accident reports, claims, policies, and so on (active and expired)	Permanently (On site 3 years)	Archive

Payroll Processing Records	7	Destroy
Personnel files (terminated employees)	3 years	Destroy
Preliminary Payroll Files	1 year	Destroy
Radio Recording	1 year	Destroy
Retirement and pension records	Permanently (On site 3 years)	Archive
Summary Time Report	3 years	Destroy
Tax returns and worksheets	4 years	Destroy
Timekeeping Records	3 years	Destroy
Training Records (terminated Employees)	3 years	Destroy
W-4 Income Tax Withholding Certificates	3 years	Destroy
Year-end financial statements	4 years	Destroy