

Policy Name: EMAIL RETENTION POLICY

Adoption Date: 1/12/17

Revision Date: 1/12/17

Review Date: 6/1/20

Purpose: To state the timeframe for which email records will be retained

Policy:

All emails concerning routine BOP business shall be deleted after a period of six (6) months with the following exceptions:

- Emails pertaining to BOP finances shall be maintained in accordance with the State of Idaho Financial Records Retention policy.
- Emails pertaining to BOP contracts shall be maintained for the duration of the contract at issue plus an additional three (3) years.
- Emails considered to have administrative value shall be kept for as long as such emails have administrative value, which shall be evaluated on an annual basis.
- Emails pertaining to a license/registration application shall be maintained for two (2) years following the issuance or denial of the application.
- Emails pertaining to a licensing/registration complaint shall be maintained until the complaint is resolved plus an additional two (2) years.
- Emails pertaining to a licensee/registrant investigation shall be maintained for the duration of the investigation, plus an additional two (2) years from the outcome of the investigation.
- Emails pertaining to routine scheduling, informal conversations, or personal matters may be deleted at any time.
- Emails that have otherwise been saved in a paper or electronic file may be deleted at any time.

Use of BOP resources (computers, work time, BOP email address, etc.) for personal matters should be kept to a minimum and done only on an as needed basis.

BOP staff should not use a personal email address to conduct BOP business. Any use of a personal email address to conduct BOP business must be in accordance with these guidelines and such emails open to inspection under the Idaho Public Records Law.

If BOP staff has any questions concerning email retention they should consult with their supervisors prior to deleting any particular email.