SECTION 11 – E-MAIL RETENTION POLICY

1.0 **PURPOSE**: The Email Retention Policy is intended to help Airport Authority members and Airport Employees determine what information sent or received by email should be retained and for how long. The information covered in these guidelines includes, but is not limited to, information that is either stored or shared via electronic mail or instant messaging technologies. All committee members and employees should familiarize themselves with the email retention topic areas that follow this introduction. Questions about the proper classification of a specific piece of information should be addressed to the airport manager. Questions about these guidelines should be addressed to the airport manager.

2.0 **SCOPE**: This email retention policy is secondary to any overlying policies imposed by local, state, or federal authorities. Any email that contains information in the scope of the overlying policies should be treated in a manner consistent with that policy. All email information is categorized into four main classifications with retention guidelines:

> 2.1 Administrative Correspondence (4 years)
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> 2.2 Fiscal Correspondence (4 years)
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> 2.3 General Correspondence (1 year)
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> 2.4 Ephemeral Correspondence (Retain until read, then destroyed)

3.0 **POLICY**

> 3.1 Administrative Correspondence: Administrative Correspondence includes, though is not limited to clarification of established company policy, including holidays, time card information, dress code, work place behavior and any legal issues such as land use or property violations. All email with the information sensitivity label Management Only shall be treated as Administrative Correspondence. To ensure Administrative Correspondence is retained, any Administrative Correspondence should be copied (cc'd) to the Airport Manager in either electronic or hard copy form. If you copy (cc) the Airport Managers email address when you send email, retention will be performed by the Airport Manager.
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> 3.2 Fiscal Correspondence: Fiscal Correspondence is all information related to revenue and expense for the Airport. To ensure Fiscal Correspondence is retained, all emails of this type should be copied (cc'd) to the Airport Manager in either electronic or hard copy form. If you copy (cc) the Airport Manager's email address when you send an e-mail, retention will be performed by the Airport Manager.
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> 3.3 General Correspondence: General Correspondence covers information that relates to customer interaction and the operational decisions of the business.

The individual airport authority member or airport employee is responsible for email retention of General Correspondence. It is the policy of the Airport Authority that General Correspondence shall not be retained any longer than necessary to support the activities at hand.

3.4 Ephemeral Correspondence: Ephemeral Correspondence is by far the largest category and includes personal email, requests for recommendations or review, email related to product development, updates and status reports.

3.5 Instant Messenger Correspondence: Instant Messenger General Correspondence may be saved with logging function of Instant Messenger, or copied into a file and saved. Instant Messenger conversations that are Administrative or Fiscal in nature should be copied into an email message and sent to the appropriate email retention address.

3.6 Encrypted Communications: Encrypted communications should be stored in a manner consistent with above policies, but in general, information should be stored in a decrypted format.

3.7 Recovering Deleted Email via Backup Media: The airport Authority does not maintain backups in any form of emails. No effort will be made to restore email from any backups that may incidentally occur.

4.0 **ENFORCEMENT**: Any Airport Authority member or employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment or removal from the board.

> *Adopted May 2006*