

## **Maintaining Electronic Records Policy**

December 11, 2007

### *Policy:*

All official correspondence and business records are subject to the Managing Records in College Offices Policy (above) whether in electronic or other tangible form. Thus, electronic records should be retained and disposed of in accordance with the Records Retention Schedules observed by individual offices.

### *Background:*

Electronic records are any documents that are created, stored or used in digital form. College policies for managing records do not differentiate between storage media, the information in the document itself determines its value as well as retention and disposition of the document.

Offices managing electronic documents are cautioned to be judicious in using electronic formats for storing and maintaining business records for long term use. Electronic records that need to be retained in excess of 2 years should be transferred to a more lasting medium such as paper or microfilm. If “born digital” electronic records are of significant importance, the records must be printed or saved into a long term storage medium without altering the original format. This requirement applies to electronic mail as well (see *Appendix A: The Connecticut College Electronic Mail Policies*).

Electronic records produced in campus offices can be efficiently organized and maintained on office or department hard drives and servers. Other electronic records may exist on college services.

Federal Rules of Civil Procedure (December 1, 2006) govern maintenance of electronic records. Among records that may be discovered are e-mails, computer and network activity logs, cache and temporary Internet files, digital recordings, voice mails stored in an electronic format or accessible via a computer, spreadsheets, and telephone logs, as well as all materials in the records retention schedules. Preliminary drafts of letters, memos, spreadsheets, and transitory e-mails are considered official records and need to be retained upon reasonable expectation a lawsuit might occur.