

College Procedure: 700.8 – Email Document Retention

Policy Reference: 700 – IT Operations
Responsible Department: Information Technologies
Approval Authority: Cabinet
Procedure Owner: Vice President, Information Technologies
Effective Date: 08/01/2012

Version Number: 2
Legal Counsel Reviewed (yes/no): No
Legal Reference(s): Iowa Code Chapter 22
Scope: College-wide

Reason for Procedure

In accordance with Iowa Code Chapter 22, Open Records Law, it is important for the College to have a written policy governing the retention of email, which is one of the primary communication methods used at the College.

The Procedure

Kirkwood Community College does not perform proactive logging or recording of any email communications. The College performs nightly backups of all email accounts at the server level and retains them for a rolling 3-week period. The intent of this backup process is to protect and restore employee data.

The procedure of a legal request involving the discovery of email documentation is as follows:

- When notified we will save a point in time backup of the file for the said account(s) and set up a mirroring process.
- The point in time backup will have a record of all information the end user saved in their account prior to the point in time.
- The mirrored account(s) will capture all inbound or outbound correspondence to and from the Kirkwood email server, from the said Kirkwood supported email account(s), for the period specified by the legal request.

Revision Log

Table 1 Revision Log

Version Number	Date Approved	Approved by	Description of Change
1	08/01/2012	Jon Neff, Vice President, Technology Services	New procedure
2	09/04/2019	Cabinet	Procedure template