

## **Electronic Data Management**

In order for the ESD to function administratively, undergo periodic audits and provide for its legal requirements, it must manage its records properly. Therefore, the ESD will follow the retention and destruction process of email messages that are created, sent and received in the course of conducting official business in accordance with the Oregon Archives division records retention schedule. The ESD's specified retention system is to retain electronic documents and email messages as part of the network and email system.

Public records include any writing that contains information relating to the conduct of the public's business regardless of its physical form. More specifically, an electronic document or email message is a public record if it communicated formal approvals, directions for action, and information about contracts, purchases, grants, personnel, students and particular projects or programs. If an electronic document or email message is a public record then it is subject to retention requirements based on the content of the message. Records, including electronic documents or email, shall not be destroyed if they have been requested under the Public Records Law or if they are part of litigation, even if their retention period has expired.

### **Definitions**

**Electronic mail (email)** – A means of exchanging messages and documents using telecommunications equipment and computers.

**Electronic document** – Documents created, generated, sent, communicated, received, or stored by electronic means.

**Retention Schedule** – A general schedule published by the State Archivist in which certain common public records are described or listed by title and a minimum retention period is established for each.

ESD employees should consult the complete retention schedule to determine the retention period of the electronic document or email.

See [http://arcweb.sos.state.or.us/pages/rules/oars\\_100/oar\\_166/166\\_400.html](http://arcweb.sos.state.or.us/pages/rules/oars_100/oar_166/166_400.html).