

# Palm Beach Community College

# Board Policy

<b>TITLE</b>	Preservation and Disposal of Electronic Records	<b>NUMBER</b> 6Hx-18-4.67
<b>LEGAL AUTHORITY</b>	Chapter 119, Laws of Florida 240.319 FS.	<b>PAGE</b> 1 of 1
<b>DATE ADOPTED/AMENDED</b>	Adopted 9/15/99	

### **Policy:**

The President is authorized to establish, maintain and dispose of public records in accordance with Chapter 119 FS.

Electronic (E-Mail) messages that are master copies of public records under Chapter 119 FS shall either be printed and retained, by the originator of the electronic message, as any other hard copy communication or stored electronically as a word processing document, with the same applicable retention period.

The following definition is provided to help define what must be stored as public record.

### **Florida Statutes 119.011**

- (1) "Public records" means all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency.

### **Notes:**

Electronic Mail Messages are public records when they are created or received in the transaction of official business and retained as evidence of official policies, actions, decisions, or transactions.

Convenience or reference copies should be deleted when no longer of value. When an e-mail copies many people only the master copy must be retained.

Transitory messages with short-lived administrative value should be deleted when no longer of value. Comparative examples to transitory e-mails include telephone voice messages, most telephone written messages and "post it" notes.