



CITY OF DUBLIN.

**CITY OF DUBLIN
ADMINISTRATIVE ORDERS
OF THE CITY MANAGER**

ADMINISTRATIVE ORDER 1.20
TO: All City Employees
FROM: Terry Foegler, City Manager
SUBJECT: E-mail Retention Policy
DATE: June 10, 2010

I. PURPOSE

This policy is intended to aid City staff members with understanding their obligations in retaining information stored in electronic mail.

- Electronic messages documenting public business are considered “public records” and are subject to disclosure under the Public Records Act.
- This policy is intended to put our messaging practices in compliance with Ohio public records laws and to promote best practices to facilitate the capture, management and retention of messages as public records.
- This policy applies to all employees who receive and/or send e-mail messages. All such messages can be monitored by the City to ensure adherence to this policy.

II. MESSAGE MANAGEMENT PROCESS

- The message management process is described on a presentation available in the Records Retention area of DubNet – <http://dubnet/records/default.asp>
- All staff (including Council members) must use their City provided e-mail accounts to conduct any official City business. Personal and/or business e-mail accounts used to conduct City business become subject to public records collection requests.

III. SAVING MESSAGES

Responsibility

It is the responsibility of all employees to evaluate their sent and received e-mail messages and retain them according to the retention schedule. Any exceptions to this rule must be dealt with internally according to the City's general retention policy.

IV. UNNECESSARY MESSAGE RETENTION

Saving messages in any format longer than the retention policy requires could create a liability for the City where none otherwise existed. This is because if a public record exists, it must be released even if it was no longer required to be kept pursuant to the retention schedule.

V. MESSAGE RETENTION

Retention Folders

Based upon the City's retention schedule the following folders are available within the City's e-mail system for staff to post their appropriate messages. For further definition of what is the proper retention please refer to the retention schedules pertinent to your division.

- **2 years** (correspondence, project progress reports, proposals, etc...)
- **3 years** (correspondence, permit copies, requests for taxpayer information, etc....)
- **5 years** (correspondence, work orders, project file copies, special reports, etc...)
- **7 years** (employee grievances - non disciplinary, registration cards, park inspections, etc....)
- **10 years** (annual cost of services study, workers compensation; form p-26).

VI. COMPLIANCE

Compliance action

It is vital that City staff adhere to this policy. IT will address any compliance concerns with the individual and the department/division head and/or the City Manager. If the pertinent staff member has not complied with the e-mail retention policy within 30 days of notification of such non-compliance, the staff member's e-mail account and any other messaging technology may be disabled.

Those staff members found to have violated this policy in any manner may be subject to progressive disciplinary action, up to and including termination.

Declaration

I have read, and agree to comply with, the guidelines set out in this policy.

Employee signature

Date