

## Arizona State Library, Archives and Public Records


### General Records Retention Schedule for School Districts and Charter Schools Electronic Communications and Social Networking Records

**Schedule Number:**

**000-10-75**

#### **Authorization and Approval**

Pursuant to ARS §41-1351, the retention periods listed herein are both the minimum and maximum time records may be kept. Keeping records for a time period other than their approved retention period is illegal. However, records required for ongoing or foreseeable official proceedings such as audits, lawsuits or investigations, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule. If it is believed that special circumstances warrant that records should be kept longer or shorter times than the time period listed in this schedule or that any of these records may be appropriate for transfer to the State Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Arizona State Library, Archives and Public Records has the authority to extend records retention periods. **Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.**

  
GladysAnn Wells, Director  
Arizona State Library, Archives and Public Records

Date Approved:

*22 June 2010*

**General Retention Schedule for  
School Districts and Charter Schools  
Electronic Communications and Social Networking Records**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
	<p><b>E-mail and Electronic Communication Records*</b> (including electronic mail messages (E-mail), instant messages (IM), text messages, voice mail messages, voice-over IP messages (VoIP) and related records)</p>		
1.	Duplicate / Copies of Records (non-record office copy, including any content in the actual message and any attachments or links that is substantially a duplicate in nature, with an official copy of the information existing elsewhere)	-	After reference value has been served, but not longer than the official record is kept
2.	Official Records (including any content in the actual message and any attachments or links that meets the ARS §41-1350 definition of a record and is not a duplicate record, transitory or retained elsewhere)		
	a. General Correspondence (including public records requests and other letters, memos and other related records not related to a specific project or case and not executive correspondence)	-	After administrative or reference value has been served
	b. Transitory Materials (including records of limited reference value, letters of transmittal, informational bulletins, and related records)	-	After administrative or reference value has been served
	c. Working Records (including notes, drafts, feeder reports and other related records used in the development of final or summary records)	-	After final records created or after administrative or reference value has been served, whichever is later
	d. Office Internal Administration Records (including non-policy word procedures/manuals, office assignments, work schedules and other related records)	-	After superseded or obsolete or after administrative or reference value has been served, whichever is later
	e. All Others	-	Retain for the same period as required for other formats of the same records series
	* Meeting requirements of the definition of records per ARS 41-1350. Sender and receiver identification must be explicit		

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	<p>enough to identify the individual senders and recipients. If the message only indicates initials or other abbreviated identifiers (e.g., distribution lists, grouped addresses, etc.) as senders and/or recipients, then the custodian must document who were the actual senders and/or recipients of the message. This metadata must be accessible with the official record.</p> <p><b>Social Networking / Web 2.0 Records</b> (including blogs, wikis, Twitter, Facebook and other related applications)</p>		
3.	Duplicate / Copies of Records (non-record office copy, including any content on a Web 2.0 application that is substantially a duplicate in nature, with a record copy of the information existing elsewhere)	-	After reference value has been served, but not longer than the official record is kept.
4.	<p>Official Records (includes any content on a Web 2.0 application that meets the ARS §41-1350 definition of a record and is not a duplicate record, transitory or retained elsewhere)</p> <p>a. Transitory Materials (of limited reference value, including <b>general postings and comments</b>, general correspondence, walls, feedback and related records)</p> <p>b. Public Information Records (including press releases, photographs, public service announcements, notices of upcoming events and other related records)</p> <p>i. Non-historic</p> <p>ii. Historic</p>	-	After administrative or reference value has been served
		-	After administrative or reference value has been served
		Permanent	Preserve pursuant to ARS §39-101

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	c. Biographic Information (including "about us" and background information)	-	After superseded or obsolete
	d. All other records	-	Retain for the same period as required for other formats of the same records series
5.	Format and Control Records		
	a. Administrative (including social networking matrix, marketing plan, registration records, CEO/CIO approval records, copyrighted material documentation records, friends / fans lists and related records. For State Agencies, per the Government Information Technology Agency (GITA) Policy on Social Networking)	1	After superseded or obsolete or after administrative or reference value has been served, whichever is later
	b. Technical (including configuration / setup files, installation and implementation records, design records, program operation, software related, site maps, comprehensive list of URLs referenced and related records)	1	After superseded or obsolete or after administrative or reference value has been served, whichever is later
	c. Tracking (including site logs and statistical compilations, "hits")	-	After administrative or reference value has been served

**Supersedes schedule dated November 6, 2009**