

INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Office of the Superintendent

INFORMATIVE

TO: Members, Board of Education

DATE: January 26, 2015

FROM: Ramon C. Cortines, Superintendent of Schools

SUBJECT: FOLLOW- UP TO THE BOARD RESOLUTION – CREATING A TASK FORCE TO REVIEW THE RECORDS RETENTION AND DESTRUCTION POLICY (Res – 016-14/15)

The purpose of this Informative is to provide a follow-up to the adoption of the Board Resolution to *Create a Task Force to Review the Records Retention and Destruction Policy*.

Board Member Galatzan chaired and assembled a twelve (12) member Email Retention Task Force in November 2014 that included representatives from key District offices, District labor partners, the City of Los Angeles, and a government watchdog group. The Task Force unanimously recommended a two-year default retention period for employee emails. This recommendation was discussed at the Committee of the Whole meeting on January 20th.

It is my intention to move forward with the Task Force’s recommendation of a two-year default retention period. Exceptions may be made for departments with a legitimate business or legal need to retain emails for a longer period. We will also move forward with establishing a Records Management Services Unit in the Office of Educational Services directed by the Chief Executive Officer. This unit will assist individual departments with compliance.

We anticipate that all employees will be migrated to Office 365 by June 2015. Deletion of emails older than two years will begin July 1, 2015, on a pilot basis. This means that emails older than two years will show up as “expired” or “~~stricken~~,” but will not be deleted during the pilot period, in order to give employees an opportunity to adapt to the policy before the permanent deletion feature is activated. Please note that e-mails will not be permanently deleted if the employee’s mailbox is subject to a longer department specific retention period or litigation hold.

The Task Force’s recommendations will be incorporated into a forthcoming administrative update of Bulletin BUL-5503.1, “Records Retention and Destruction (Other than Pupil Records).” The Records Management Services Unit will periodically update the Board on the implementation of the revised policy.

c: Michelle King Nicole Elam-Ellis
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