

Policy 6.06

Email Retention Policy

The email retention policy of the College shall follow the recommendations as described in the North Carolina Department of Cultural Resources.

Specifically, email will be considered as a public record and subject to the same retention and disposition requirements as records in another format or medium, such as paper or microfilm.¹

College employees who use e-mail as part of their work are responsible for keeping or destroying messages following the terms of the records retention and disposition schedule as specified by the state.

See also College policies and procedures on [Public Records](#).

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References:

History

Senior Staff Review/Approval Dates: 8/6/13

Board of Trustees Review/Approval Dates: 8/6/13

Implementation Dates: 11/6/13