

Superintendent Procedure 4070SP

Electronic Records Management

Approved by: *s/Larry Nyland*

Date: 5/30/2018



Dr. Larry Nyland, Superintendent

Introduction

Per Policy No. 4070, Archives and Records Management, "It is the policy of the Seattle School Board to provide for the efficient and economical control over the creation, organization, maintenance, and disposition of electronic, film, and paper records in accordance with district policy and applicable state and federal laws."

A public record contains three elements. First, the record must be a "writing," which includes any recording of any communication, image, or sound. Second, the writing must relate to the conduct or performance of any governmental or proprietary function. Third, the writing must be prepared, owned, used, or retained by the agency. In conducting District business, staff creates public records using a wide variety of network resources. Given the wide variety of records produced, and recognizing the need to manage them efficiently, this procedure is intended to provide District staff with records management guidelines.

Communication by Text Message

Staff creates a public record when they use text messages to conduct District business. Because of this, the District directs staff to follow these best practices for the use of cell phones/text messaging:

1. Only use texting for transitory, informal communication for District business which does not need to be retained. Use Skype for Business or other District provided messaging software wherever possible.
2. Employees using text messages for District business, which are not sent via Skype, are responsible for preserving and managing such messages. If requested through the Public Records Act, employees may be asked to provide business related text messages or sign an affidavit to certify they do not possess business related text messages.
3. Incidental (defined as less than 5%) personal use of a District cell phone is allowed.
4. Use of a personal cell phone to conduct District business may subject everything held on the device to disclosure pursuant to a request under the Public Records Act or subpoena.

Communication by Email

The District will backup and maintain email communications sent to or from a District email address for 2 years. Exceptions to the rule will be managed by position. Staff must move email needing a longer retention to another District system, such as the network, SharePoint or OneDrive.

Transitory, Informal Communication: Email, Text, or Voice Messages.

Routine emails, texts, or voice messages containing transitory, informal information such as meeting arrangements, copies, drafts, collaboration, or other electronic documents which are deleted by staff will be retained by the District for 2 years minimum beyond when it's needed for agency business. Voice mail left on phones are a public record and will be retained for two years.

Note: Staff should not use personal email accounts to conduct work for the District. Additionally, personal business contained in District email accounts may be subject to release under the Public Records Act. Use district email or other official communication channels to document official district business.

Website and Social Media

The District has its own website and social media accounts. Records documenting the publishing of the online content must be retained according to state retention requirements. Further, all published content consists of individual public records which have their own separate retention requirements. Staff is directed not to create websites or social media accounts outside of District approved tools.

Other Electronic Records

Staff is provided a personal network drive (usually the h: drive or OneDrive). This drive is a network location where only the individual staff member can add or delete files. Staff may use this location for records such as working notes or draft documents, and to share and collaborate on files. Information stored in these locations is subject to record retention guidelines. Documents intended for long term storage or team use should be moved to SharePoint or other District collaboration site.

Former Employees

When leaving employment with the District, staff will be asked to move records to a department or school network drive where others will have access to them. Any records remaining in personal share data and email will be deleted 6 months after an employee leaves the District.

Electronic Signatures

Approved: January 2016

Revised: May 2018

Superintendent Procedure 407OSP

Cross Reference: Policy Nos. 2020, 4070, 3231, 3410, 5251, 5260, 6501

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The District will accept electronic signatures on District documents. For guidance on best practices to ensure the authenticity and integrity of the records, contact the Records Office.

Conversion to Electronic Format

Staff may wish to convert paper records into an electronic format. For guidance on best practices to ensure the authenticity and integrity of the records, contact the Records Office.

Confidential or Sensitive Electronic Records

Staff using electronic records containing confidential information should exercise reasonable care in their use, transfer, storage, and destruction. It is the individual's responsibility to prevent unauthorized access and dissemination. Immediately report any record or data breach to the District Legal Department and cybersecurity@seattleschools.org.

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