

Superintendent File: EGAEA

PUBLIC ELECTRONIC MAIL RECORDS

Electronic mail sent or received by the Board, the District, the District's employees, or approved service providers may be considered a public record subject to public disclosure or inspection under the Colorado Open Records Act. E-mail messages and any associated attachments sent or received which contain District's policies, decisions, procedures, operations, or other activities may be considered public records and subject to public disclosure or inspection. District e-mail systems will be archived for a period of 60 days.

The District retains the right to review, store, and disclose all information sent over the District electronic mail systems for any reason, including, but not limited to, determining whether the information is a public record, whether it contains information discoverable in litigation, and to access District information in the employee's or service provider's absence.

Adopted: November 18, 2009

Revised: August 9, 2012

LEGAL REFS.:

C.R.S. 24-6-401 et seq.; 24-702-201 et seq.; 24-80-101 et seq., Colorado Open Records Act

C.R.S. 24-6-402(2)(d)(III) (if discuss pending legislation or public business via e-mail, e-mail is subject to open meetings requirements)

C.R.S. 24-72-204.5 (district must adopt policy on monitoring e-mail)

20 U.S.C. 1232g, Federal Family Educational Rights and Privacy Act of 1974

CROSS REFS.:

GBI, Electronic Mail

GBEA, Staff Conflicts of Interest and Ethics

GBEB, Staff Conduct

GBEE, Employee Use of Computer and Internet

JICJ, Student Use of District Technology

JRA/JRC, Student Records