

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

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| E-MAIL RETENTION | 90.67 | 1 | 2 of 2 |
| | | Effective Date | |
| | | February 14, 2014 | |

4. POLICY

- 4.1. The City retains *e-mail* in active mailboxes on *e-mail system(s)* for one year.
- 4.2. *E-mail* that is older than one year will be automatically deleted from *e-mail system(s)*.
- 4.3. *E-mail* that is determined by the Department to be *records* must be printed and retained in accordance with a procedure approved by the City, or retained in a trusted system as described in California Government Code section 34090.5.

5. RESPONSIBILITIES

- 5.1. The Department of Information Technology is responsible for implementing this regulation as it relates to the deletion of *e-mail* from *e-mail system(s)*.
- 5.2. Departments are responsible for ensuring that their department's *records* are retained in a manner consistent with San Diego Administrative Regulation 85.10 ("Records Management, Retention and Disposition").

APPENDIX

Legal References and Authorities

- (1) Administrative Regulation 85.10 – Records Management, Retention and Disposition
- (2) San Diego Municipal Code, Sections 22.2601 – 22.2608
- (3) California Government Code, Sections 34090 and 34090.5

Administering Department

Department of Information Technology

Subjects Index

Records Retention; Records Center; Records Transfer and Retention Schedule

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

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| SUBJECT ELECTRONIC MAIL (E-MAIL) RETENTION AND DELETION | Number 90.67 | Issue 1 | Page 1 of 2 |
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1. PURPOSE

1.1. To establish procedures for the retention and deletion of *e-mail* from *e-mail systems*.

2. SCOPE

2.1. This regulation applies to all independent and mayoral departments.

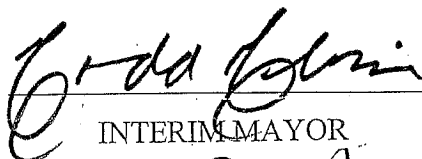
3. DEFINITIONS

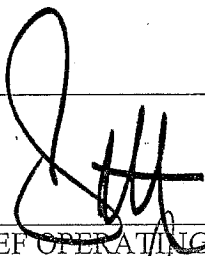
3.1 *Electronic Mail (E-mail)* includes e-mail messages, memoranda, calendars, tasks, and any attached documents.

3.2 *E-mail system(s)* are systems that are operated and maintained by the City and used by the City for the electronic transfer of *e-mail* from a sender to one or more recipients using a telecommunications network.

3.3 A *record* is defined in San Diego Municipal Code Chapter 2, Article 2, Division 26, of the San Diego Municipal Code, as amended from time to time, as recorded information of any kind and in any form, created or received by the City that is evidence of its operations. *Records* include paper and electronic documents, electronic databases, electronic mail, correspondence, forms, photographs, film, sound recordings, maps, and other documents that have administrative, legal, operational, fiscal, or historical value requiring retention of the *record* for a specified period of time.

Authorized

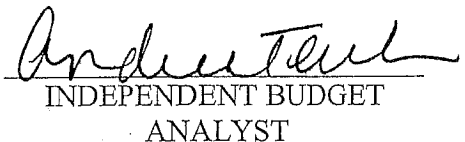

INTERIM MAYOR


CHIEF OPERATING OFFICER


CITY CLERK


PERSONNEL DIRECTOR


CITY ATTORNEY


INDEPENDENT BUDGET
ANALYST


CITY AUDITOR


ETHICS COMMISSION
DIRECTOR