



Office of the Superintendent
401 McIntire Road
Charlottesville, Virginia 22902-4596
Phone: (434) 296-5826 Fax: (434) 296-5869
www.k12albemarle.org

MEMORANDUM

DATE: March 5, 2010

TO: Ron Price, Chairman
Pam Moran, Superintendent

FROM: Jennifer Johnston, Clerk of the School Board

RE: Email Archiving for Board Members

On January 28th Board members received an overview from the Library of Virginia on records retention. At that meeting, staff was asked to develop a recommendation for archiving board member email. It is recommended that Board members archive their email every three months – March, June, September, and December. Documents will be retained per the Library of Virginia's record retention schedules.

If a board member uses his/her personal email account (not the k12albemarle.org account) then it will be the responsibility of the board member to burn a CD of all correspondence received and sent from their email. CDs will then be provided to the Clerk's Office by the first meeting of the next month. Once emails are placed on the CD they can be deleted from the email account InBox.

If a board member uses the k12albemarle.org address, board members will have the option to either have the Clerk's Office archive the email or the board member can archive the email to a CD. If the Clerk's Office archives the email, the board member will provide the clerk with his/her password so that the documents can be retrieved. After documents are archived, the clerk will delete the files from the email account InBox. If there are items that a board member would like to keep in his/her email account InBox, then the board member will flag the email and it will not be deleted by the Clerk. If the board member wishes to archive their email by herself/himself, then the process above will be followed.

Board members are asked to indicate which method they will use for archiving emails at the March 11th Board Meeting. In addition, it is requested that this process begin with the first archival on March 31st.

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