



<b>Policy Title</b>	<b>Use of Email by Board of Trustees for College Business</b>
Policy Number	1002
Category	Board & Organizational Governance
Applicability	College-wide
Responsible Office	Information Technology Services
Effective Date	May 10, 2024

## **I. Policy Statement**

The Board of Trustees hereby establishes a policy that Trustees will be provided an official College email address that Trustees will use for College-related business.

## **II. Rationale**

To support the College’s information security program, compliance with record retention and disposition requirements applicable to College records, confidential transmission of information to assist Trustees to prepare for Board meetings, and efficient conduct of College business in accordance with applicable law and regulation, the Board of Trustees has established this policy.

Use of College email addresses for College-related business will allow the College to maintain copies of emails for any retention period required by law. Additionally, use of College email addresses should avoid the need to access personal email accounts in order to respond to requests for College records or other legal process, such as subpoenas, seeking College business-related communications.

## **III. Scope and Applicability**

Consistent with the Board’s Bylaws, all communications between and among Trustees should comply with the Open Meetings Law, such that email will not be used to engage in electronic communications for the purpose of making a decision or deliberating towards a decision which the Board, as a public body, is authorized to render. Communications that serve as a means of acquiring or exchanging information, knowledge, or expertise through email are not inconsistent with this policy.

Trustee email accounts will be subject to the same high security standards as College email accounts of College administrators. Any monitoring, inspection and disclosure of Trustee email accounts will be in accordance with the College’s [Employee Email and Cellphone Policy](#), but with a limitation that any inspection/disclosure will require prior consultation with and approval from the College General Counsel and advance notification to and consultation with the affected Trustee, unless such notification is prohibited by law or regulation.

## **IV. Responsible Office/Executive**

The College’s Office of Information Technology Services will create, support, and maintain the requisite College email accounts for Trustees.

## V. Related Documents

- Email & Record Retention Guidelines for Trustees

## VI. Cross-References

- [Bylaws of Suffolk County Community College](#)
- [Handling External Communications Received by Members of the Board](#)
- [BOT Resolution No. 2020.55](#) (Adopting a Retention and Disposition Schedule for NY Local Government Records, LGS-1)
- [Employee Email and Cellphone Policy](#)

## VII. References

- Middle States Commission on Higher Education (MSCHE) [Standard II](#), [Standard VII](#)
- Open Meetings Law (Public Officers Law §§ 100–111)
- Freedom of Information Law (Public Officers Law §§ 84–90)
- Local Government Records Law (Arts & Cultural Affairs Law § 57.25)
- [LGS-1 Retention and Disposition Schedule](#)
- New York State Archives, [Records Management Guidance re: Email](#)
- New York State Archives, [Developing a Policy for Managing Email](#) (June 2023)

## VIII. History/Revision Dates

Adoption Date: April 18, 2024

Last Revision Date: N/A



Office of Legal Affairs

**Email & Record Retention Guidelines for Trustees**  
**(Adapted from Guidance issued by the New York State Archives)**

As outlined in the [LGS-1 Retention Schedule](#), generally, records transmitted through email have the same retention periods as records in other formats related to the same program function or activity. Email records should be retained and scheduled for disposition in accordance with LGS-1. Transitory messages may be destroyed in a timely manner in accordance with Item No. 57 in the General Administration section of LGS-1.

**Is an Email a Record?**

Email serves as both a communications tool and a method of conducting certain business functions. As per the [New York State Archives Email Guidance](#), identifying which emails are “records” involves considerations such as:

- Does the email merely replace a phone call?
  - If so, it is usually not a record and may be deleted.
- Does the email replace paper correspondence?
  - If so, it is likely a record containing fiscal, legal or administrative value and is a record.
- Is the email related to a business process?
  - These processes could be approving payments, authorizing a specific action, disseminating a new policy, interpreting the terms of contracts, or corresponding with constituents.
  - If this is the case, it is likely a record.
- Does it appear on a retention schedule?
  - If you believe an email may be a record but are unsure, the appropriate retention schedule(s) should be consulted. If an item is found for the email, it is a record.
- Is it the official copy?
  - Retention schedules apply to one official copy of a record, and all other copies are merely duplicates that can be deleted when no longer needed. Generally, the sender of the record holds the official copy of internal emails, and the recipient the official copy of external emails.

**Official Copies of Records**

As noted above, LGS-1 retention periods apply to one “official” copy designated by the College, unless otherwise stated. Generally, official copies of records created by the College Administration are maintained by an appropriate administrative office at the College. This would include any records listed in the “Community College” section of LGS-1. Additionally, official copies of Board meeting agendas, resolutions, meeting/public hearing notices and proof of publication, Board policies, and Board meeting packets sent to Trustees in preparation for the meetings are maintained by the Office of Legal Affairs and, as a result, are not listed in the table provided below. Official copies of Board minutes and communications from the President are maintained by the President’s

Office and are similarly not listed below. Board committee agendas, files, and minutes are maintained by College Administration and are also not listed in the table below. Official copies of audit reports and budget files are maintained by the Office of Business & Financial Affairs and are not listed below. Legal case files pertaining to the College are maintained by the Office of Legal Affairs and, as applicable, the Suffolk County Attorney or other assigned counsel.

For illustrative purposes, below are sample retention periods for other emails and records that may commonly come before or be generated by the Board of Trustees, with the caveat again that the retention periods apply to one “official” copy designated by the College:

<b>Record</b>	<b>Retention Period</b>	<b>Additional Information</b>
Duplicate copy of record	0 after no longer needed	See LGS General Administration Item No. 58. Retention period governs duplicate copies of records created for administrative convenience, except where retention is specified elsewhere in LGS-1.
Internal information record, including but not limited to calendars of appointments, office and travel schedule, memoranda and routing slips, routine internal reports, reviews and plans, used solely to disseminate information or for similar administrative purposes	0 after no longer needed	Transitory messages may be destroyed in a timely manner in accordance with LGS-1 General Administration Item No. 57.
Working document, such as draft, worksheet or posting record, except worksheets containing fiscal information	0 after no longer needed	See LGS-1 General Administration Item No. 62
Meeting files of governing body/board (i.e., Board of Trustees) or committee thereof, including agendas, background materials and other records used at meetings	Appraise for continuing administrative or historical value prior to disposition. Agendas may have continuing administrative value and may be useful for accessing information in unindexed minutes and for indexing minutes. Other records prepared for and used at meetings may have administrative or historical value for documenting issues discussed at the meetings and referenced in minutes. Records not accepted as part of minutes, including agendas, background materials and other records used at meetings: 1 year Temporary drafts or personal notes that were not circulated, reviewed, or used to make decisions or complete transactions: 0 after no longer needed.	See LGS-1 General Administration Item No. 48  Note: The official copy of the records with longer retention periods would typically be maintained by appropriate College administrative office if generated or received by College Administration. The last reference to temporary drafts and personal notes would be of note for Trustees.
Minutes and meeting files of non-governing bodies, including internal staff committees or teams, inter-	Documenting significant policy or decision-making or significant events, or dealing with legal precedents or significant legal issues: permanent.	See LGS-1 General Administration Item No. 49.

agency teams, or entities not covered by Open Meetings Law, documenting proceedings of meetings, including minutes, agendas, background materials, recordings, and other records	Containing routine legal, fiscal, or administrative information: 6 years Of no fiscal, legal or administrative value: 0 after no longer needed.	Note: The official copy of these records would be maintained by appropriate College administrative office.
Correspondence and supporting documentation maintained in a subject file (generated or received by a local government), except correspondence that is part of a case file or other record series listed elsewhere in LGS-1	Documenting significant policy or decision making or significant events, or dealing with legal precedents or significant legal issues: permanent. Note: significant correspondence is often maintained by the chief executive or administrative officer, and sometimes in subject file format. See item no. 471 in the Executive section. Containing routine legal, fiscal or administrative information: 6 years Of no fiscal, legal or administrative value (including letters of transmittal, invitations and cover letters): 0 after no longer needed	See LGS-1 General Administration Item No. 53
Daily, weekly, monthly, quarterly or other periodic internal or external report, summary, review, evaluation, log, list, statement or statistics	6 years	See LGS-1 General Administration Item No. 73
Annual, special or final report, summary, review or evaluation	Reports which contain substantial evidence of government policy, procedures, plans and directions: permanent. Reports where critical information is contained in other reports, reports which document internal management and housekeeping activities, or reports which contain only routine legal, fiscal and administrative information: 6 years	See LGS-1 General Administration Item No. 74, unless specific annual report is covered elsewhere in LGS-1.  Note: records should be appraised for historical significance prior to disposition; records of historical value should be retained permanently.
Opinion survey records	Survey results, including official copy of survey form: 6 years, but appraise for historical value prior to disposition. Survey results and sample forms involving very significant issues should be retained permanently. Completed survey forms: 0 after survey results prepared	See LGS-1 General Administration Item No. 76
Complaint, petition or request for service	Appraise for historical significance prior to disposition. Petitions by citizens involving very significant issues should be retained permanently. Summary record (such as log or register) of complaints, petitions or requests: 6 years after disposition of all complaints, petitions or requests listed.	See LGS-1 General Administration Item No. 77

	<p>Complaints, petitions or requests relating to other than routine services/activities: 6 years after final disposition of complaint, petition or request.</p> <p>Complaints, petitions or requests relating to routine government services or activities: 1 year after final disposition of complaint, petition or request.</p>	
Miscellaneous non-government records, received by local government	0 after no longer needed	See LGS General Administration Item No. 67
Official copy of publication, including newsletter, press release, published report, calendar, bulletin, recording, homepage or other website file, educational or informational program materials prepared by or for local government, and associated consent forms	<p>Publications containing significant information or substantial evidence of plans and directions for government activities, or publications where critical information is not contained in other publications: permanent.</p> <p>Publications where critical information is also contained in other publications or reports, publications which document routine activities, publications containing only routine information, or publications (such as webpages) that facilitate access to government information on the Internet: 0 after no longer needed</p>	<p>See LGS General Administration Item No. 68, unless covered specifically elsewhere. Appraise for historical value before disposition; records of historical value should be retained permanently.</p> <p>Note: The official copy of these records would typically be maintained by the appropriate College administrative office, unless generated and circulated solely amongst Trustees, in which case an official copy should be designated.</p>
Personnel records of College employees	<p>Master summary record: permanent</p> <p>Personnel case file materials, including application for employment, resume, results of criminal background check, report of personnel change, evaluation, civil service examination results, notice of resignation or termination, and correspondence: 6 years after termination of employment or appointment</p> <p>Additional types of records for specific employee types are listed in LGS-1 Personnel Item No. 636 but for brevity are not listed here.</p>	<p>See LGS-1 Personnel Item No. 636</p> <p>Note: The official copy of most such records would be maintained by College Administration, with the possible exception of certain records pertaining to the President. An official copy should be designated.</p>
Investigative records and disciplinary proceedings	3 years after final decision rendered	See LGS-1 Personnel Item No. 637
Record listed in LGS-1 for which a FOIL request has been received	Should not be destroyed until the FOIL request has been answered and until any potential appeal has been made/resolved, even if the retention period of the record has passed	See LGS-1 "Important Reminders" section
Records being kept beyond the established retention periods for audit or other purposes at the request of federal or state agencies	Must be retained until the College receives the audit report, or the need is satisfied	See LGS-1 "Important Reminders" section
Records being used in legal actions and records subject to litigation hold	Must be retained until advised otherwise by College General Counsel	