

COOKE TOWNSHIP SUPERVISORS

1700 Centerville Road
Newville, PA 17241
Telephone: (717) 486-8114
Fax: (717) 486-8114
E-Mail: CookeTwp@paonline.com

RESOLUTION 2002-7

A RESOLUTION ADOPTING A POLICY FOR THE RETENTION AND DISPOSITION OF RECORDS
CREATED ON ELECTRONIC MAIL (E-MAIL) SYSTEMS.

1. **PURPOSE:**

Establish and clarify records management policy for Cooke Township with respect to the retention and disposition of records created on e-mail systems.

2. **SCOPE:**

Applies to local governments subject to the Municipal Records Act.

3. **OBJECTIVES:**

- a. Integrate records on e-mail systems into the Municipal Records Schedule issued by Cooke Township.
- b. Provide information needed by Cooke Township to determine properly the disposition of records created on e-mail systems.
- c. Ensure that records created on e-mail systems will be accessible in conformance with records retention and disposition schedules and procedures approved by the Cooke Township Supervisors.

4. **DEFINITIONS:**

- a. **Electronic** - Relating to technology having electrical, digital, magnetic, wireless, optical, electromagnetic or similar capabilities.
- b. **Electronic Record** - A record created, generated, sent, communicated, received, or stored by electronic means.
- c. **Electronic Mail (e-mail) System** - A system that enables users to compose, transmit, receive and manage text and/or graphic electronic messages and images across local area networks and through gateways connecting other networks. This information consists primarily of messages, but may include attachments such as calendars, directories, distribution lists, word processing documents, spreadsheets, and other electronic documents.
- d. **Receipt Data** - Information in e-mail systems regarding date and time of receipt of a message, and/or acknowledgment of receipt or access by addressee(s).
- e. **Record** - Any recorded information, regardless of physical form or characteristics, that documents a transaction or activity that is created, received or retained in pursuance of law or in connection with the transaction of official business.
- f. **Record-keeping System** - A system (manual or electronic) for organizing and identifying records to speed their retrieval, use and disposition and to provide adequate documentation of Cooke Township's functions and business transactions.

- g. **Record Series** - A group of records that may be treated as a unit for purposes of classification, designation, description, management, or disposition because they relate to a particular subject or function, result from the same activity, have a particular physical form, or because of some other relationship arising out of their creation, receipt, or use.
- h. **Records Retention and Disposition Schedule** - A comprehensive statement approved by the Cooke Township Supervisors showing retention periods and all actions to be taken with respect to disposition of records.
- i. **Transmission Data** - Information in e-mail systems regarding the identities of sender and addressee(s), and the date and time message was send.

5. POLICY:

- a. E-mail messages and attachments that meet the definition of records shall be disposed of in accordance with records retention and disposition schedules approved by the Cooke Township Supervisors. E-mail messages and attachments that do not meet the definition of records should be deleted immediately.
- b. E-mail messages, in and of themselves, are not a single record series. Retention and disposition of e-mail messages depends on the function and content of the individual message.
- c. Records created in e-mail systems must be retrievable and available for the retention period listed on a records retention schedule approved by the Cooke Township Supervisors.
- d. Records may be deleted from an e-mail system if their required retention period has expired or after they have been copied to a record-keeping system. Records may be maintained on a manual or electronic record-keeping system. Records shall include transmission or receipt data.

6. RESPONSIBILITIES:

When Cooke Township utilizes an e-mail system to transact township business:

- a. Cooke Township shall retain and dispose of records created in e-mail systems in accordance with the procedures in this policy.
- b. Cooke Township shall ensure that employees are familiar with and comply with the requirements for creation, maintenance, and disposition of records in e-mail systems.

7. PROCEDURES:

- a. Control and retention of all incoming and outgoing e-mails concerning official business for or with Cooke Township will be accomplished by:
 - 1. Print out hard copy of e-mail, then delete electronic copy.
 - 2. If full transmission data is not on e-mail, print information on copy.
 - 3. File in special designated 3-ring binder with oldest dated copy filed first.
(i.e., most recent dated copy will always be on top or first seen when binder is opened)
- b. Retention period shall be a minimum of two years after which aged copies may be removed. Removed copies shall be burned or shredded.
- c. A list of possible addressee(s) that includes e-mail URL address and name of person or business will be maintained and added to as needed. This list will be inside the front cover of designated 3-ring binder.
- d. Duplicate copies of official e-mails that may deal specifically with a contract, bid or other similar activities may be filed with that activity package.

Note: Due to Cooke Townships current low volume of business conducted via electronic means, there are no specific controls at this time in that area. Should this change in the future, this policy will be amended to address as required.

Resolution 2002-7 adoption date December 10, 2002.

ATTEST

**BOARD OF SUPERVISORS
COOKE TOWNSHIP**

Secretary

Chairman

Vice-Chairman
