

# **Davidson-Davie Community College Foundation, Inc.**

## **Electronically Stored Information Retention Policy**

As set forth below, the organization will retain and destroy electronically stored information ("ESI") in accordance with this policy.

### **A. E-MAIL RETENTION AND EMPLOYEE RESPONSIBILITY FOR ESI**

All e-mails produced and received are the property of the organization and will automatically be retained by the organization for three weeks. Individual employees are required to retain e-mails, in hard copy or electronic format, for the period of their immediate use, unless longer retention is required for historical reference, contractual, legal or regulatory requirements or for other purposes as may be set forth herein. For ESI other than e-mail, each employee shall retain such records, in hard copy or electronic format, for the time period required.

### **B. LITIGATION HOLDS FOR ESI**

The organization will have an ESI team. The ESI team is a designated group of individuals who implement and monitor litigation holds, which are directives not to destroy ESI that might be relevant to a pending or imminent legal proceeding. The ESI team must include a designated board member, the organization attorney and a member from the technology department. In the case of a litigation hold, the ESI team shall direct employees and the technology department, as necessary, to suspend the normal disposition procedure for all related records.

### **C. INSPECTION OF ESI**

Any requests for ESI records should be made in writing and will be reviewed by the records officer in consultation with the organization attorney if needed, and released in accordance with North Carolina public records laws.

### **D. DELEGATED AUTHORITY**

The organization delegates to the Executive Director or designees the right to implement and enforce additional procedures or directives relating to ESI retention consistent with this policy.