

WALLA WALLA COMMUNITY COLLEGE

Digital Data Lifecycle Staff/Employee Email and Digital Network Files Administrative Policy

Policy Number: 8010

I. Policy Background/Purpose

Walla Walla Community College (WWCC) strives to provide clear timelines for the retention of archived digital data to meet the requirements of RCW34.05.370(2) and RCW34.05.370(3). Digital data will be defined in this policy as retired email mailboxes and electronic documents on the WWCC network that are outdated or no longer serve a teaching or business need.

II. Authority

RCW34.05.370(2) and RCW34.05.370(3)

III. Scope of Policy

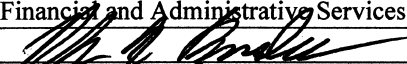
This policy applies to faculty and staff per the WWCC Administrative Teams decision on digital data retention. Specifically regarding faculty/staff email accounts and U: drive folders.

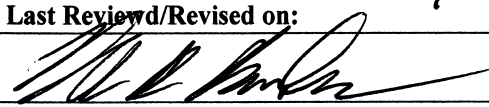
IV. Policy

WWCC will via an automated or manual process delete exited faculty and staff email accounts and network U: drives after employee job codes become inactive.

V. Procedures

- A. Faculty and Staff email accounts that have been disabled will be deleted after five years of the date they were disabled. This will allow WWCC to retain the emails of the faculty/staff member for public records requests as well as for the possibility that a faculty/staff member returns to work for WWCC with-in those 5 years.
- B. Faculty and Staff U: drive contents will be upon request from the exited employee's supervisor or HR moved to the WWCC network P: drive via a manual process into a folder named exited employees with a sub-folder with the exited employee's name. This folder will be given special rights so that only the exited employee's supervisor or their supervisor's designee has access to the folder. This folder will remain on the P: drive for 30 days while the content is reviewed and usable/needed content can be migrated for long-term storage. After 30 days, WWCC Technology Services will delete the exited employee's folder.

Policy Contact: VP Financial and Administrative Services Davina Fogg
Approved by: 
Date Originally Approved July 2, 2018
Last Reviewd/Revised on:



Dr. Derek Brandes, President