# Electronic Data Retention Policy

Keene State College Policies and Procedures

# Electronic Data Retention Policy

Section Menu

## Scope

The policy applies to all KSC employees with regards to all electronic data stored on Keene State College owned resources (file shares, workstations, email accounts, etc…).

## Purpose

This policy is intended to help KSC employees determine retention and disposition handling of KSC data stored on network storage, workstations and KSC supplied email accounts .

NOTE: Many federal, state and local laws and system and institutional policies identify retention periods for specific types of archived data, e.g. healthcare, tax, employee, student. This policy is will not address retention or these data. It is the responsibility of the individual departments and offices to understand and implement procedures to comply with these laws and policies for these types of data.

## Policy

**Current Employee Data Disposition:**

All employee data is retained permanently until deleted by the employee. Email data deleted by the employee is recoverable up to 14 days after date of deletion. All other data may be recoverable up to 6 months after the date of deletion.

**Terminated Employee Data disposition:**

All employee data will be retained for 30 days after the date of termination. 30 days after date of termination all employee data will be deleted and unrecoverable.

*Issued By: KSC Chief Information Officer, Laura Seraichick*
*Issued Date: February 24, 2016*