

Beverly A. H. Buscemi, Ph.D.
State Director
David A. Goodell
Associate State Director
Operations
Susan Kreh Beck
Associate State Director
Policy
Thomas P. Waring
Associate State Director
Administration



COMMISSION
William O. Danielson
Chairman
Eva R. Ravenel
Vice Chairman
Gary C. Lemel
Secretary
Mary Ellen Barnwell
Sam F. Broughton, Ph.D.
Catherine O. Fayssoux
Vicki A. Thompson

3440 Harden Street Ext (29203)
PO Box 4706, Columbia, South Carolina 29240
803/898-9600
Toll Free: 888/DSN-INFO
Website: www.ddsn.sc.gov

Reference Number: 367-14-DD
Title of Document: Email Retention Policy
Date of Issue: April 11, 2011
Effective Date: April 11, 2011
Last Review Date: July 7, 2017
Date of Last Revision: July 7, 2017 (REVISED)
Applicability: All DDSN Employees

PURPOSE:

The purpose of this policy is to document the Department of Disabilities and Special Needs (DDSN) Email Retention Policy.

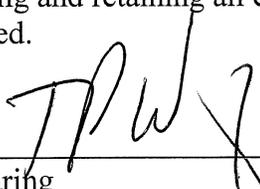
POLICY STATEMENT:

All email contained in the DDSN email system is considered DDSN property. All email sent and/or received using a DDSN email account is not considered personal and private. Therefore, DDSN has access rights to all emails contained within the system.

Employees are responsible for determining which emails are necessary to retain for the performance of their job duties and for determining how long those emails will be retained.

Employees are expected to seek clarification about expectations and determinations on which emails should be retained from their manager if they are unsure about them. Managers are responsible for providing their employees with clear guidance and direction about which emails to retain.

When notified of a legal hold by DDSN General Counsel, each employee is responsible for identifying and retaining all email subject to the legal hold until notified that the legal hold has been lifted.

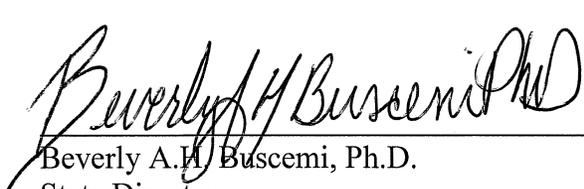


Tom Waring
Associate State Director-Administration
(Originator)

DISTRICT I

P.O. Box 239
Clinton, SC 29325-5328
Phone: (864) 938-3497

Midlands Center - Phone: 803/935-7500
Whitten Center - Phone: 864/833-2733



Beverly A. H. Buscemi, Ph.D.
State Director
(Approved)

DISTRICT II

9995 Miles Jamison Road
Summerville, SC 29485
Phone: 843/832-5576

Coastal Center - Phone: 843/873-5750
Pee Dee Center - Phone: 843/664-2600
Saleeby Center - Phone: 843/332-4104