



Learning Technology Center One South Email Archiving Policy

In order to comply with recent Illinois state legislation, the Learning Technology Center One South is implementing the following email archiving policies:

- All inbound, outbound and locally processed email will be archived.
- All archived email will be retained for the length of 1 year .
- Schools may request a copy of their archived email for a fee.
- Any request for email/related data, records or documents must be directed to and approved by the Superintendent of the specific school district/organization.
- Any public request for email data, records or documents must be specific and directed toward a detailed purpose. (See P.A. 096-0542)
- All requests for email data, records, or documents will receive a response within 5 business days.