

THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM  
10910 Clarksville Pike  
Ellicott City, MD 21042

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Chief Business and Technology Officer

Email Retention - Revised (Rescinded)

To: All Staff

From: Rafiu O. Ighile, CPA  
Chief Business and Technology Officer

The Howard County Public School System (HCPSS) is delaying the implementation of the email retention parameters [announced on April 18, 2018](#). The current maximum retention parameters, detailed below, will continue to be applied to email contained within the below system level email folders in all HCPSS accounts until further notice.

- A. Inbox – until deleted by account holder
- B. Sent Items – 60 days
- C. Deleted Items – 30 days
- D. Junk Email – 30 days

Staff members who wish to retain emails they have sent beyond the 60-day window are to follow the steps outlined on the [Technology Resources Canvas Community](#).

Please be aware that all electronic communications are discoverable and must be provided when issued a subpoena by the legal system. Additionally, electronic communications are subject to the Maryland Public Information Act (MPIA), and may be made public for inspection upon request. More information about MPIA can be accessed through the following [link](#).

ROI/JB/md