



San Gabriel / Pomona Regional Center

Program of San Gabriel/Pomona Valleys Developmental Services, Inc.
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EMAIL RETENTION POLICY

12/10/2025

This policy establishes guidelines for the retention and deletion of email communications to ensure compliance with legal and organizational requirements.

The objectives of this policy are the following:

- Reduce data storage and maintain efficient system performance.
- Minimize security and privacy risks associated with the retention of unnecessary information.
- Promote proper information governance by ensuring business related information is preserved in approved systems rather than left in personal mailboxes.

Scope:

This policy applies to all employees and contractors who use the San Gabriel/ Pomona Regional Center ("SG/PRC") email.

Policy:

1. Retention Period:

All emails shall be maintained based on content and in accordance with the SG/PRC approved record retention schedule.

Email messages (including sent, received, and archived) will have a retention period. Effective November 28, 2025, all necessary client and vendor information must be moved out of the emails and into the appropriate data storage system. This step ensures that important records are properly secured and accessible in accordance with our data management standards.

Please note the following retention deadlines:

- November 28, 2025: Deadline to transfer all business-related records (client and vendor information) to the designated system. **All emails dated prior to November 28, 2024, will be deleted.**

- December 31, 2025: Emails older than three (3) months will automatically be deleted from the email system.

2. Automatic Deletion:

After the retention period has expired, emails will be permanently deleted from the email system. Deleted emails cannot be retrieved.

3. Employee Responsibilities:

- Employees are responsible for saving any business-related records into the appropriate data management systems.
 - Ensure inclusion in Title 19 ID notes of relevant information in client related emails sent or received by you.
 - Ensure all relevant attachments to client related emails are uploaded in the appropriate data management system before the automatic deletion of the email.
4. Email must not be used as the sole storage location for business related documents.
 5. Employees are prohibited from using personal email or any other email accounts for SG/PRC business.
 6. Failure to adhere to this policy may result in disciplinary action, up to and including termination.

Board Approved: 12/10/2025