

**PNAHA
BOARD OF DIRECTORS MEETINGS
CONSTITUTION, BYLAW & RULES PROPOSAL SUBMISSION FORM**

NAME OF CHANGED DOCUMENT:	PNAHA Bylaws
MAIN HEADING:	Email Retention Policy
REGULATION (Heading):	
BY-LAW (Heading):	Article XI
Section:	Policies Section
Reference (sub-section):	New Section 6
Paragraph / Page no(s):	Page 25

CURRENT WORDING:

[New Provision]

RED-LINE WORDING OF PROPOSAL: (as it should appear with new wording underlined, Deletions-~~strikethrough~~)

CLEAN WORDING OF PROPOSAL: (For ease of reading)

To ensure the proper management, security, and compliance of PNAHA's electronic communications, all PNAHA Officers and Directors shall abide by an Email Retention Policy. This policy will outline the guidelines for the retention and disposal of email communications within our organization. It is important for us to have a structured approach to managing emails, both for operational efficiency and legal requirements.

Effective immediately, all employees, contractors, and volunteers of PNAHA will be required to adhere to the following guidelines:

1. Email Classification: All emails sent and received within our organization shall be classified into one of the following categories:
 - a. Transitory: Emails of short-term value, such as notifications, meeting requests, and other temporary communications.
 - b. Reference: Emails that contain important information, decisions, or agreements, which may be useful for future reference.
 - c. Records: Emails that meet the criteria for official records as defined by our organization's Records Retention Policy.
2. Retention Periods:
 - a. Transitory Emails: Transitory emails should be deleted once their immediate purpose is fulfilled or within 10 days of receipt, whichever comes first.
 - b. Reference Emails: Reference emails will be kept for a period of 7 years or as deemed necessary for future reference.
 - c. Records: Emails classified as official records shall be retained in accordance with the requirements outlined in our Records Retention Policy.
3. Archiving: To prevent mailbox clutter and improve system performance, employees, contractors and/or volunteers are encouraged to regularly archive their emails, particularly those falling under the "Reference" category. Archived emails should be stored in an organized and easily accessible manner.

4. Disposal: All emails that have reached the end of their retention period, as specified in this policy, should be securely and permanently deleted from the email system to minimize data security risks and comply with relevant data protection laws.
5. Exceptions: Exceptions to the standard email retention periods may be granted in cases of ongoing litigation, audits, investigations, or other legal matters. Such exceptions must be approved by the PNAHA President.
6. Compliance: It is the responsibility of all employees, contractors, and volunteers to comply with this Email Retention Policy.
7. Policy Review: This policy will be reviewed and updated, as needed, to reflect changes in legal requirements, organizational needs, or technological advancements. Any revisions to the policy will be communicated to all relevant parties.

INTENTION OF PROPOSAL:

The purpose of this Email Retention Policy for PNAHA is to establish guidelines and procedures for the management, retention, and disposal of emails within an organization. This policy serves several key purposes:

1. Legal Compliance: An email retention policy ensures that the organization complies with relevant laws and regulations pertaining to data retention and privacy. It helps to avoid potential legal risks and liabilities by defining how long emails should be retained and when they can be deleted.
2. Operational Efficiency: A well-structured email retention policy improves operational efficiency by ensuring that employees, contractors and/or volunteers can quickly find necessary emails for reference or business purposes. It promotes organized email management and reduces the clutter in email accounts.
3. Information Governance: The policy contributes to effective information governance by categorizing emails based on their importance and relevance to the organization. This facilitates better decision-making and helps preserve valuable institutional knowledge.
4. Litigation Readiness: In the event of legal disputes, an email retention policy helps the organization be prepared for potential litigation. It ensures that relevant emails are retained, while irrelevant or outdated messages can be deleted in a defensible and consistent manner.
5. Risk Mitigation: By defining clear retention periods and disposal practices, the policy minimizes the risk of inadvertently deleting critical emails or keeping unnecessary data for extended periods.
6. Business Continuity: In the case of data loss due to hardware failures or disasters, a well-implemented email retention policy ensures that essential information is preserved, contributing to business continuity and recovery efforts.

Overall, an email retention policy is a crucial tool for managing electronic communication effectively, protecting sensitive data, and ensuring the organization's compliance with legal requirements and industry best practices.

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