

# Retention of Student Email Correspondence and Saving E-mail

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To gain access to e-mail, you signed a form agreeing to abide by the Ohio Public Information Laws and FERPA (Family Educational Rights & Privacy Act).

For an explanation of these laws see the *Office of Student Records Information Guide*.

The Office of Student Records provides FERPA training on a continuing basis. You may view the [FERPA](#) slide show online.



The retention rules, procedures, and regulations governing other College correspondence apply to e-mail as well.

Your e-mail correspondence falls into one of two categories:

**General Information -**

which may be subject to open inspection by the public.

**Student Information -**

which may not be disclosed without written permission of the student.

**Student Information -**

any education record directly related to the student and maintained by MTC as an educational agency.

To meet the student records retention requirements:

Use the GroupWise “SAVE AS” function to save e-mail messages as Word documents. Both “sent” and “received” items may be saved.

Refer to [“Save GroupWise as a Word File”](#) for instructions.

If you need help with this process, call the Computer Center Help Desk at extension 288

If you need additional guidance concerning the retention of student email correspondence, contact Wendy Wiseman at extension 268.

