

2176 - Student Email Account Retention

Student email account will be deleted 2 years after the last credit semester attended at Barton Community College. (See exceptions below).

Email notices are sent 90 days, 60 days, 30 days and 7 days before accounts are deleted. Students are responsible for transferring email and data to their own permanent storage prior to deletion. All emails and stored data from their Barton email account and Barton online services will be disposed of in accordance with [Barton's Record Retention policy](#).

Exceptions - Barton ID & Select Services:

Students Barton ID will not be deleted and they will continue to have access to the MyBarton portal and select Barton online services, including Canvas and Enrollment & Payment gateways. This allows the ability to access employment, financial, grade and other information as needed in the future.

As long as students have records in Accounts Receivable (AR), students will continue to have a student email account until said AR account is paid in full so as to retain communication with student.

Contact(s): Chief Information Officer

Related Form(s):

- None

References:

Relevant Policy or Procedure: [1170 – College Record Retention and Security](#)

Approved by: President

Date: 5/28/19

Revision(s):