

## **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 You** are responsible for transferring email and data to **their your** own permanent storage prior to deletion. All emails and stored data from **their your** 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 you** have records in Accounts Receivable (AR), **students you** 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:**

**Revision(s):**