This paragraph supplements the Missouri Botanical Garden Document Retention Policy.

**Electronic Document Retention**
The minimum retention periods for electronic documents are the same as for paper documents. All electronic documents that fall under this policy must be saved on shared network disk storage media, for example the standard Garden G: or H: drive. Documents stored on shared network disk storage media will be retained on-line by the Information Technology division and electronic copies will also be maintained at an off-site storage facility. Electronic documents may be deleted from shared network disk storage media only after their minimum retention period has expired. Off-site copies of deleted documents may continue to be held in storage for up to one year.

**Policy Review History**
Reviewed on August 11, 2014 by Chuck Miller, VP-IT & CIO