


**City of SeaTac
Policies and Procedures**

Policy Number:	CW-019
Policy Name:	Electronic Message(s) and Mail Management
Department(s):	Citywide
Effective Date:	07/12/16
Supersedes:	
Prepared by:	Electronic Message(s) and Mail Management Program Committee
Approved by:	Joseph Scorcio, City Manager
Signature:	

Purpose:

To ensure that the City of SeaTac's electronic messaging and/or mail system records are retained economically and efficiently for as long as they have legal, fiscal, business, or historic value and that confidential information is protected while making all other electronic messages and/or mail available to the citizens of SeaTac.

The intent of this policy is to provide practical, reasonable and enforceable guidelines, standards and best practices for City of SeaTac to use electronic message(s) and/or mail ensuring compliance with State and Federal laws and prohibiting inappropriate use. Protecting the City of SeaTac employees, partners, and the city from illegal or damaging actions by individuals, either knowingly or unknowingly. Establishing an outline for the acceptable and unacceptable use of electronic messaging and/or mail systems, defining differential between employee's personal use and city use.

Effective security, public disclosure, records retention and engagement with citizens are important to responsible electronic message(s) and/or mail interaction. It is the responsibility of every employee to know these guidelines and to conduct activities accordingly. Inappropriate use exposes the City of SeaTac to such risk as legal issues, loss of trust from citizens and security concerns.

This policy does not prohibit employees from maintaining temporary working files or folders to allow for quick reference to recent emails.

Authority:

The City of SeaTac is subject to Chapter 40.14 RCW and 42.56 RCW which describes the preservation and destruction of public records as well as the public's rights and abilities to access those records. Electronic message(s) and/or mail such as, email, voice messages, text messaging, and instant messaging communications are considered public records and as such the City must enact associated policies and procedures in order to comply with these laws. The purpose of this policy is to establish:

1. Acceptable methods for transmitting and receiving electronic message(s) and/or mail;
2. Retention periods for electronic message(s) and/or mail sent or received by City employees and officials; and
3. Guidelines, best practices and procedures, auditing and enforcement of this policy.

Policy:

The City of SeaTac sets forth the following policies, but reserves the right to change them per the City's policy on Policies and Procedures CW-001.

1. The City provides electronic messaging and/or mail resources to assist in conducting City business.
2. All messages composed and/or sent using agency-provided electronic messaging and/or mail resources must comply with agency policy regarding acceptable communications.
3. The electronic messaging and/or mail system(s) are the City of SeaTac's property. All messages stored in the agency-provided electronic messaging and/or mail system(s) or composed, sent or received by any employee are the property of the City. Furthermore, all messages composed, sent or received by any person using either agency-provided equipment or personal equipment to conduct City business are the property of the City. Electronic messages and/or mail are NOT property of any employee.
4. Upon termination or separation from the agency, the City of SeaTac will deny all access to electronic messaging and/or mail resources, including the ability to download, forward, print, or retrieve any messages stored in the system, regardless of sender or recipient.
5. Each employee will be assigned a unique electronic mail (email) address that is to be used while conducting agency business via email.
6. The City of SeaTac reserves the right to intercept, monitor, review and/or disclose any all electronic message(s) and/or mail composed, sent or received. The interception, monitoring and reviewing of these messages may be performed with assistance of content filtering software, or by designating agency employees. Employees designated to review electronic messages and/or mail may include, but not limited to, an employee's supervisor or department head and/or a representative from the Human Resources Department, Legal Department, the City Clerk's Office, or the Information Systems Department.

7. The City of SeaTac reserves the right to alter, modify, re-route or block the delivery of electronic message(s) and/or mail as appropriate. This includes but not limited to:
 - a. Rejecting, quarantining or removing the attachments and/or malicious code from messages that may pose a threat to the City's resources.
 - b. Rejecting or quarantining messages with suspicious content.
 - c. Rejecting or quarantining messages containing offensive material.
 - d. Rejecting or quarantining messages determined to be unsolicited commercial electronic messages (spam).
 - e. Appending legal disclaimers to messages.
8. Electronic messaging and/or mail resources may be used *infrequently* and *occasionally* for personal use. Excessive personal use may result in disciplinary action, including but not limited to the loss of this privilege and/or termination. Also see Penalties Section.
9. The City's provided electronic messaging and/or mail resources may not be used for the promotion or publication of one's political or religious views, the operations of a business or for any undertaking for personal gain.
10. The City does not permit the use of instant messaging programs.
11. Employees are prohibited from conducting employee business from any non-City provided electronic messaging and/or mail accounts.
12. The unique electronic mail address identifiers assigned to an employee are property of the City. Employees may use these identifiers only while employed by the City. The right to use these identifiers terminates upon termination or separation from the agency.
13. The City employs sophisticated anti-virus software. Employees are prohibited from disabling anti-virus software running on City-provided resources.
14. Any employee who discovers a violation of these policies should immediately notify a manager or the Human Resources Department.

Practice and Procedures:

The City of SeaTac employs certain practices and procedures in order to maintain the health and efficiency of electronic messaging and/or mail resources, to achieve City objectives and/or to meet local and state regulations.

Definitions & References: For the purpose of this policy and accompanying procedures, the following definition and references apply.

1. **Public Record:** Information, in any format, that has been made by or received by the City of SeaTac in connection with the transaction of public business.

Examples of Records:

- a. General correspondence regarding management, financial, operating procedures, or policy matters such as purchase orders and meeting minutes.
- b. Interoffice messages regarding management, financial, operating procedures, or policy matters such as timesheets and travel vouchers.

- c. Messages regarding City policy or the policy process such as minutes of meetings.
 - d. Messages posted in an official capacity such as job announcements.
 - e. Messages that are relied upon in the development of management, financial, operating procedures, or policy matters.
2. **Transitory Record:** A public record that is short lived (less than 90 days) and is necessary for the transaction of City business and does not meet the criteria for retention. Transitory records should be destroyed once their usefulness has expired.
3. **Non-Record:** Non-records may be created or maintained by the City employees, but do not document the organization, functions, policies, decisions, procedures, operations of other operations, of the City of SeaTac and should be deleted on a daily or weekly basis.

Examples of Non-Records:

- a. General department correspondence regarding routine business activities (administration notices, courtesy copies of messages, and responses to routine questions).
 - b. Interoffice messages regarding
 - i. Employee activities (Holiday Parties)
 - ii. Phone Calls (“While You Were Out” Notes)
 - iii. Invitations and responses to work related events (meetings & reminders)
 - c. Listserv messages – unless the messages are relied upon in the development of management, financial, operating procedure, or policy matters
 - d. Preliminary drafts of letters, memoranda, reports, work sheets and informal notes which do not represent significant basic steps in the preparation of the record document.
4. **Electronic Message(s):** For the purpose of this policy, Electronic Message(s) includes ANY means of typed messages transmitted or received electronically, except email. This includes text messaging, SMS, Instant messaging, social networking applications, mobile phone applications, desktop applications, or any other software used for transmitting or receiving electronic communications. Also see the City’s policy on Employee’s personal use of City Mobile Phones.
5. **Electronic Mail (Email):** A means or system for transmitting messages electronically between users of networked computing devices through electronic mail server system such as Microsoft Exchange. This includes voicemails received on the City’s phone voice messaging system.

6. **Litigation Hold Notice:** Is issued in writing by the City's Attorney's Office for the following purpose:
 - a. To provide notice that a lawsuit has been filed against the City or is "reasonably anticipated" in the future;
 - b. To direct certain City staff to identify and locate records (paper, electronic, audio/video recordings, photographs and any other "writing" as that term is defined in the Public Records Act, chapter 42.56 RCW) pertaining to the pending lawsuit or anticipated litigation;
 - c. To place a "hold" on such records so that routine destruction procedures are suspended, and
 - d. To preserve new records generated or received after the Litigation Hold Notice is given. The City could be exposed to possible liability and/or Court sanctions if the purposes of the Litigation Hold Notice are not met.
7. **Retention:** The secure, yet easily accessible, storage of a public record such that it cannot be destroyed or lost through accidental means.
8. **Substantive City Business:** Information that refers to or impacts the action, processes and functions of the City.

Requesting Authorization:

For the purpose of this policy, the Department head and the Information Systems Manager must approve all adjustments to the electronic messaging and/or mail system.

1. Department heads are responsible for submitting information technology change requests (IT Tickets) determining the department needs for electronic message(s) and/or mail resources.
2. Departments Records Representatives are responsible for ensuring appropriate records retention procedures and a method to retain electronic message(s) and/or mail records are followed. Departments should consult the City Clerk's Office on record retention procedures.
3. Department heads are responsible for ensuring that employees receive appropriate electronic messaging and/or mail training.
4. The Department head and the Information Systems Manager are responsible for the activation and deactivation of city accounts upon termination or separation.

Compliance:

For the purpose of ensuring compliance with the Public Records Act and the Washington State Record Retention Schedules.

1. City of SeaTac electronic message(s) and/or mail are subject to State of Washington public records laws. Any content maintained in this format that is related to City business is a public record. The Department maintaining the electronic message(s) and/or mail is responsible for responding completely and accurately to any public record request for electronic message(s) and/or mail records. Content related to City business shall be maintained in an accessible format so it can be produced in response to a request. Wherever possible, such electronic message(s) and/or mail records shall clearly indicate that any correspondence sent and/or received are subject to public disclosure.
2. Washington state law and relevant City of SeaTac records retention schedules apply to electronic message(s) and/or mail formats and content. Unless otherwise addressed in a specific electronic messaging and/or mail standards document, the Department maintaining an account shall preserve records required to be maintained pursuant to a relevant records retention schedule for the required retention period on a City server in a format that preserves the integrity of the original record and is easily accessible.
3. This policy is not meant to address the topics of public records, record retention and record management comprehensively. Any City staff responsible for use of any electronic messaging and/or mail resources is responsible for understanding and complying with the relevant public records laws and policies, records retention schedules and records management policies.

Guiding Principles:

To manage the volume of records employees need to manage under the Washington State records retention laws, please consider the following:

Consider first if the electronic message and/or email even needs to be sent. If so, copy only those employees who are directly involved in the Subject of the electronic message and/or email.

Can you get an answer quicker by picking up the phone or going directly to a co-workers desk?

If you must send an electronic mail (Email) message consider the following:

1. Create an electronic archive filing system that mirrors your hard copy filing system
2. Identify the electronic mail message content specifically in the Subject Line of the Email. This will enable a quick comprehensive search if necessary.
3. Save only electronic mail that meet the retention standards.

4. Do NOT use electronic message(s) or text messages to conduct City business that requires the application of City retention schedules.

Identifying Electronic Message(s) and/or Mail as Public Record: Not all records are valued equally. It is important to understand the distinction between records and non-records. A Record is documentation created or received and used by a department in the conduct of City business. It provides evidence of business-related activities, events, and transaction with ongoing business, legal, compliance, operational, or historical value. To be an accurate and authentic record, the documentation must contain sufficient content, context, and structure to provide evidence of an activity.

Not all electronic message(s) and/or mail messages document City business; however, many do. Departments must be aware of their responsibility to manage electronic message(s) and/or mail records accordingly.

All electronic message(s) and/or mail maintained in an employee inbox and/or on City servers are considered a public record. Not all electronic message(s) and/or mail are subject to retention. While the City is not required to retain all electronic message(s) and/or mail, any electronic message(s) and/or mail that the City retains is considered a public record.

Electronic Message(s) and/or Mail Communication and Maintenance:

1. Delete all electronic message(s) and/or mail that are transitory in nature
2. Any electronic message(s) and/or mail that is neither created nor received in the course of routine or official City business may be disposed of immediately.
3. Employees shall ONLY conduct substantive City business via City electronic mail accounts and NOT via electronic message(s). The use of personal electronic message(s) and/or mail accounts (such as Hotmail, Gmail, or the like) for conducting ANY City business is prohibited.
4. Employees shall NOT use any other means of electronic message(s) and/or mail to conduct substantive City business.
5. Electronic message(s) may only be used for communications of transitory records as defined in the Washington State Local Government Common Records Retention Schedule (CORE Schedule). For example, a text message to a co-worker stating "I'm running late" is a transitory record.
6. Electronic messages shall be deleted as soon as possible. In most cases, a transitory text may be deleted once it is sent or it is read by the receiver. The City does not employ mechanisms, technology or otherwise, to capture electronic message(s) sent or receive by City employees. It is the responsibility of each City employee to ensure adherence to City policies regarding such electronic messages.
7. According to Washington State guidelines, keep electronic message(s) and/or mail in electronic format.

Determining if an electronic message(s) and/or mail must be retained – If an electronic message(s) and/or mail meets any of the criteria below, it must be retained according to its retention schedule:

1. Is the Primary Copy
2. Created in the Course of Business
3. Received for Action
4. Documents City Activities, decisions or actions
5. Mandated by Statute or Regulations
6. Supports Financial Obligations of legal Claims
7. Communicates City Requirements

Respectfulness:

1. Employees should always be respectful of every individual's legal right to express their opinions, whether those opinions are complimentary or critical. Our City recognizes and appreciates the rights of individuals to free speech. By respectfulness, we mean tolerance and consideration for the opinions and positions of others, whether they are in alignment or conflict with your own.
2. Whether officially authorized to speak on behalf of the City of SeaTac or not, employees may be seen by people outside of the City of SeaTac as representatives of the City. Employees are encouraged to represent the core values of our organization whenever they make electronic message(s) and/or mail about the City of SeaTac or the City's-related topics.
3. Employees should always strive to add value to electronic message(s) and/or mail conversations by advancing the dialogue in a constructive, meaningful way. By adding value, employees can effectively demonstrate respectfulness to those they engage via electronic message(s) and/or mail correspondence.
4. Harassment, threats, intimidation, ethnic slurs, personal insults, obscenity, racial or religious intolerance and any other form of behavior prohibited in the workplace is also prohibited in electronic message(s) and/or mail correspondence.
5. Always show proper consideration when discussing religion, politics or any other controversial issues that may provoke a charged, emotional response by demonstrating tolerance and patience and always strive to show compassion for alternate points of view.

During Emergencies:

1. Electronic message(s) and/or mail tools are becoming increasingly important in local and incidental crisis and emergency management communications. Nevertheless, even in times of crisis, disaster or emergency, only employees with the authority to speak on behalf of the City are permitted to do so.
2. All employees may use electronic message(s) and/or mail channels to extend the reach of official communications. While only those officially designated by the City are authorized to speak on behalf of the City, all employees are encouraged to share official content, particularly during a crisis, disaster or emergency, so as long they take the time to verify that the information they are sharing is, in fact, official content. For example, before sharing a link, employees should always verify that (1) the source of the information is legitimate and (2) that the link they are sharing transmits to information hosted at domain.

Penalties:

1. See the City's policy on Standards of Conduct and Discipline Policies and Procedures PP-4.04.

Attachment A: Technical and System Guidelines:

Server	Microsoft Exchange Server 2003 Enterprise
	Virtual Microsoft Windows Server 2008 R2
Current Message Store Capacity	400 GB
Current Message Store Size	375 GB

Maximum size of Message Received	10 MB
Maximum size of a Message Sent	10 MB
Maximum Number of Recipients in a message	150
Maximum Attachment Size	No Set Maximum
Maximum File Space for Non-Department Heads	.5 Gigabytes
Maximum File Space for Department Heads	1.0 Gigabytes
Maximum File Space for a City Resource Accounts	.5 Gigabytes
Maximum File Space that Issues warnings, prohibits send and prohibits send/receive	80% Full – Notification of Reaching Capacity 90% Full - Restricts Sending Emails 98% Full - Restricts Sending and Receiving Emails
Length of Period for Safe Harbor – Time period that allows end users to manage their emails	6 months
Length of Period of System Disposition on Backups	10 Days
System Backups	Nightly

Attachment B:

Electronic Message(s) Management Guidelines: These guidelines apply to both City issued devices and personal devices that are used for City related business.

Creation and Transmission:

- **Making determination about the use of Electronic Message(s) within your Department.** Before conducting City business using electronic message(s), assess the business needs of the department and type of information to be communicated to determine whether email is the most suitable method of communicating the information.
- **Impact of copying and forwarding functions.** Electronic message(s) have the capacity of being copied and forwarded to numerous individuals, and messages may be retained longer after the intended function has been completed. Keep electronic message(s) free of personal opinions and inappropriate commentary. Never create a message that you would not want to appear on the television or in the newspaper.
- **Handling Attachments.** Do **NOT** send attachments via electronic message(s). If so, the content of the attachment will determine if it is a record. In these cases, if the attachment is a record, the message should be treated as a compound document, and the relationship between all components of the message must be maintained to ensure a complete and accurate record.
 - If the electronic message(s) is a record and contains attachments, the attachment must be retained as part of the record. Retention should be defined by the longer of (1) the retention requirements for the message or (2) the retention requirements for attachment.
 - When transmitting attachments via electronic message(s) is unavoidable, consider sending the electronic message and attachment to an electronic mail address (email). This will ease the pressure on the users who must manage the attachments, and its record retention.
- **Handling Drafts.** Usually drafts are not retained as official record copies because they do not represent the final, authorized position of the organization. Drafts should be purged immediately after the final version has been approved.
- **Handling Copies/Duplicates.** Since electronic message(s) are commonly used to disseminate information to groups of personnel. This practice results in the creation of multiple copies of the same message. The official record copy is usually the creator's copy and the creator is responsible for retention of the record. If the message and/or the attachment is edited and then forwarded, the forwarding individual (rather than the message creator) is considered the official record copy owner and responsible for the records retention. All other copies of the message should be deleted as soon as they are no longer needed by the recipient.
- **Handling Electronic Message(s) Threads.** A thread, also called a string, is an electronic message conversation of at least one response on a similar subject. The conversation can be broken or continued over time, or the topic change

during the conversation. Electronic message(s) threads should only contain transitory information and should be moved to a different format such as a phone call or email if the conversation becomes a non-transitory record. All other participants in the message thread should delete their copy as soon as it is no longer needed.

- **Transmission of Confidential and Sensitive Information.** Do NOT use electronic message(s) to communicate confidential or sensitive records if you can avoid it.

Maintenance:

- **Maintaining Electronic Message(s) will facilitate access, retention and disposition.** Electronic message(s) that become records should be transferred to electronic mail (email) format to be filed in a way that enhances their accessibility and that facilitates the records management tasks. The email becomes the primary record and the electronic message(s) should be treated as a duplicate record.

Retention and Disposition:

- **Electronic Message(s) should be deleted promptly as soon as the approved retention period has expired.** Deleting records systematically and promptly limits City risks in the retention of records that are no longer needed and significantly reduces space and cost requirements to maintain the email. The City does not employ mechanisms, technology or otherwise, to capture electronic message(s) sent or receive by City employees. It is the responsibility of each City employee to ensure adherence to City policies regarding such electronic messages.
- **Approved retention times must also be applied to backups containing copies of electronic message(s).** If the records continue to be maintained on backups beyond the approved retention time periods, the information still remains accessible and subject to discovery and public records requests.

Access:

- **If a public records request for records containing electronic message(s) is received, the City is obligated to respond in the same fashion that a request for paper records would be.**
- **Protect access to the electronic message(s).** Close or lock devices when not in use or away from the device for periods of time and don't share passwords.
- **Access and confidentiality.** Employees of the City of SeaTac do not own their electronic message(s) and should NOT assume that their communications are confidential or private. City employees should exercise great care in using electronic message(s). Electronic message(s) on City issued devices or personal devices used to conduct City business are not confidential. Through public records request, the public may seek information found in electronic files. In litigation pursuant to discovery action, someone may access information from employee files and devices. Under certain circumstances, the City may access electronic files.

Attachment C:

Electronic Mail (Email) Management Guidelines:

Creation and Transmission:

- **Making determination about the use of Email within your Department.**
Before conducting City business using email, assess the business needs of the department and type of information to be communicated to determine whether email is the most suitable method of communicating the information.
- **Components of a complete email record.** A complete email record must incorporate the address, identify the intended recipient(s), and the message content. The message should consist of: identification of the sender, meaningful subject line, and signature block.
- **Impact of copying and forwarding functions.** Email has the capacity of being copied and forwarded to numerous individuals, and messages may be retained longer after the intended function has been completed. Keep email free of personal opinions and inappropriate commentary. Never create a message that you would not want to appear on the television or in the newspaper.
- **Handling Attachments.** The content of the attachment will determine if it is a record. Attachments may be integrated directly into the department filing system, multiple attachments or attachments in multiple formats may be associated with individual messages, or the body of the message itself may contain information associated with the attachment. In these cases, if the attachment is a record, the message should be treated as a compound document, and the relationship between all components of the message must be maintained to ensure a complete and accurate record.
 - If the email message is a record and contains attachments, the attachment must be retained as part of the record. Retention should be defined by the longer of (1) the retention requirements for the message or (2) the retention requirements for attachment.
 - When transmitting attachments via email, when possible, consider placing the document on the shared drive or making them available across a local area network. This will ease the pressure on the users who must manage the attachments, and on the email systems storage capacity.
- **Handling Drafts.** Usually drafts are not retained as official record copies because they do not represent the final, authorized position of the organization. Drafts should be purged immediately after the final version has been approved.
- **Handling Copies/Duplicates.** Since emails are commonly used to disseminate information to groups of personnel. This practice results in the creation of multiple copies of the same message. The official record copy is usually the creator's copy and the creator is responsible for retention of the record. If the message and/or the attachment is edited and then forwarded, the forwarding individual (rather than the message creator) is considered the official record copy owner and responsible for the records retention. All other copies of the message should be deleted as soon as they are no longer needed by the recipient.

- **Handling Email Threads.** A thread, also called a string, is an email conversation of at least one response on a similar subject. The conversation can be broken or continued over time, or the topic change during the conversation. After the last email message on the original topic is sent, the individual responsible for maintaining the record copy shall file the tread according to content, not necessarily by subject line. The date filed is the start triggered for the retention period. All other participants in the message thread should delete their copy as soon as it is no longer needed.
- **Transmission of Confidential and Sensitive Information.** Do NOT use email to communicate confidential or sensitive records if you can avoid it.

Maintenance:

- **Maintaining a filing and classification scheme that will facilitate access, retention and disposition.** Record emails should be filed in a way that enhances their accessibility and that facilitates the records management tasks. Departments should create a filing system for emails that parallels related filing structures the office maintains for hard copy files. Filing practices should separate personal messages so they can be routinely deleted. Departments should also establish a department-wide naming convention for electronic messages. Regularly delete non-record material.
- Email that is a record must be maintained and preserved with envelope information. Envelope information consists of receipt and transmission data, sender and recipients, date and/or received.

Retention and Disposition:

- **There is NO single retention period for email messages.** The value of the email message is based upon their informational content. Messages that are deemed to be records need to be retained the same length of time that they would be retained if they were hard copy. Because most frequently the user will determine the record status of an email message, City employees need to acquaint themselves with the City's record retention policies. The City has retention schedules that cover most records common to all departments as well as department specific record retention authorizations. These authorizations apply to all records covered by them regardless of record media.
- **Email records must be maintained in a usable format throughout the approved retention period.** If the record is to be maintained in an electronic format, it must be migrated to new software and storage media as upgrades occur.
- **Email records should be deleted promptly as soon as the approved retention period has expired.** Deleting records systematically and promptly limits City risks in the retention of records that are no longer needed and significantly reduces space and cost requirements to maintain the email.
- **Approved retention times must also be applied to backups containing copies of emails records.** If the records continue to be maintained on backups

beyond the approved retention time periods, the information still remains accessible and subject to discovery and public records requests.

Access:

- **If a public records request for records containing emails is received, the City is obligated to respond in the same fashion that a request for paper records would be.**
- **Protect access to the email system.** Close or minimize emails and lock computers when away from the computer for periods of time and don't share passwords.
- **Access and confidentiality.** Employees of the City of SeaTac do not own their emails messages and should NOT assume that their communications are confidential or private. City employees should exercise great care in using email. Email is not confidential. Through public records request, the public may seek information found in electronic files. In litigation pursuant to discovery action, someone may access information from employee files. Under certain circumstances, the City may access electronic files.

Preservation:

- **Those email records appraised as having long term, permanent, or historical value to the City must be retained in a medium that will be useable for future generations.**

Attachment D

ELECTRONIC MESSAGE(S) AND MAIL MANAGEMENT POLICY ACKNOWLEDGMENT

I will not use electronic message(s) and/or mail, the Internet, or other employer-provided electronic access for illegal, unethical, unprofessional, or excessive personal purposes.

I will not allow others to use my login or password. During my absence, trusted staff members requiring access to my files and electronic message(s) and/or mail may be delegated those rights. When I am given temporary rights to a colleague's electronic message(s) and/or mail, I agree to maintain the confidentiality of their electronic message(s) and/or mail.

I understand that my use of electronic message(s) and/or mail and Internet may be monitored and that I am responsible for all activity on my computer, electronic message(s) and/or mail accounts, and network access under my user name.

I understand that my electronic message(s) and/or mail account(s) are the property of my employer, that it is not personal and private, and that it may be subject to legal discovery.

I will follow procedures outlines in the Electronic Messaging and Mail Management Policy to maintain system security and to prevent unauthorized access to private or confidential information.

If I receive suspicious, threatening or harassing electronic message(s) and/or mail messages, or suspect that my system has been sent electronic message(s) and/or mail containing harmful material such as worms or viruses, I will immediately notify the Information Systems manager.

If I have reason to believe another employee is engaging in unauthorized use of electronic message(s), electronic mail, and/or Internet activity, I will immediately advise my supervisor, Human Resources, and/or the Information Systems manager.

When I leave this organization's employment, I will ensure that my electronic message(s) and/or mail are handled in accordance with my employer's Record Management Policy.

I understand that I am responsible for complying with the policies above. I affirm that I have received, read, and understand the City's Electronic Message(s) and Mail Management Policy and will abide by the terms and conditions of this policy. I understand that failure to do so can result in immediate suspension of network access as well as disciplinary action or termination of employment.