

LCCS POLICY 1002

Electronic Mail

Original Issue Date:	3/5/1995
Revision Dates:	2/5/1999
Revision Number:	1
Current Effective Date:	12/6/1999
Obsolete/Combined Date:	
Reason for Obsoleting/Combining:	
See new Policy #:	

Scope:	Applies to all LCCS staff
Responsibility:	Manager of Information Services
Purpose:	To establish a policy for the use and management of the electronic mail system
Legal Cite:	O.R.C. §§ 5153.16, 307.84 et. seq.

POLICY STATEMENT

The agency shall exercise reasonable control of its electronic mail system in order for the system to work effectively and efficiently for all users.

PROCEDURE - including required timeframes and documentation

USE:

The Email system is to be used for agency business and may not be used for the personal purposes of staff. The Email system will not be used to solicit for outside business ventures, social meetings not sponsored or approved by the agency, charities not sponsored or approved by the agency, memberships in any organization, political causes, religious causes, other matters not relevant to the agency's business, or in violation of other agency policies.

Staff to whom an Email box has been assigned are required to check their Email box not less than once every day that they are working and on the premises.

Email messages will be:

- concise; and
- relevant to agency business, and/or
- solicited by the recipient.

"All User" emails will not be sent without supervisory approval.

"All User" emails with attachments are not allowed. The user should contact the Information Services Help Desk for direction and assistance with dissemination of a document or file to all staff.

SECURITY:

Email is only to be used by authorized staff. The agency has the right to monitor the use of Email to assure that Email usage complies with agency policies. **CONSEQUENTLY NO EXPECTATION OF PRIVACY ARISES FROM THE USE OF AGENCY EMAIL.**

INAPPROPRIATE USE OF EMAIL:

Irrelevant or offensive messages, such as racial, sexual or religious slurs are prohibited.

DELETION OF EMAIL:

Users may not delete any Email messages that they have **created**. By default, these will be archived in the user's SENT folder, although the user may choose to file them in a different folder. Users may delete messages they have **received** as desired, and are encouraged to do so to conserve disk storage space.

The Manager of Information Services or his/her designee will periodically remove any Email documents and attachments from the originator's SENT mail folder to an inactive archive file no more frequently than once a month. These archived messages will then be purged according to the record retention/destruction schedule approved by the Lucas County Records Commission.

CONFIDENTIALITY:

Email messages and attached documents are analogous to paper documents and are therefore "public documents". Email messages and attached documents are subject to public disclosure upon request.

If Email message(s) and any attached document(s) would be confidential by operation of law if in a paper format, then such Email message(s) and attached document(s), although public records, are confidential and not subject to public disclosure.

This policy will be reviewed with all staff/employees every six months.

CASE PRACTICE GUIDES

RELATED POLICIES and FORMS

Lucas County Policy 22, Guidelines to county employees on the acceptable uses of e-mail and Internet services.