



Date: September 27, 2017
To: Karl Kowalski, IT Council Chair
From: Lisa Hoferkamp, Faculty Alliance Chair
Subject: Email Administrative Policy

The Faculty Alliance (FA) has reviewed the DRAFT Email Administrative Policy that was made available on August 22, 2017 and would like to submit the following for consideration.

The general sentiment of the FA is that the document requires a more balanced approach to workplace use of email. The document should state the rights and responsibilities of both users and providers, i.e. UA employees and the Office of Information Technology (OIT). Included in the document should not only be precise descriptions of user obligations but also equally precise descriptions of how those obligations may be met. Most users are unfamiliar with IT terminology thus may misinterpret directions provided on the current version of the policy. More specific to faculty users, assurances regarding privacy (especially with regard to FERPA) as well as free speech rights and intellectual property rights should be included in the policy. Finally, OIT's responsibility to provide useful, secure and reliable email service would be a positive addition.

An unedited version of FA comments are provided as comments in the copy DRAFT Email Administrative Policy found below.

Respectfully,

DocuSigned by:

Lisa Hoferkamp

Chair, Faculty Alliance

appropriate Director level manager.

2.3 Ownership of Email Data University email service is an information resource as defined in Regents' Policy and Regulation on Information Resources 02.07.020-094 for conducting UA business and will be managed as such. Therefore, data residing in said information resource are UA records and shall be classified and governed as an information/record asset per Regents' Policies 02.07.090-04 and subject to retention under Policy 05.08.022 and accompanying regulation 05.08.023.

2.4 Record Retention It is the responsibility of the employee to preserve University records, including those delivered via email or instant messages in a manner consistent with the UA records retention policy (Please refer to UA Records Retention policy 05.08.22):

1. Records that fall into a data classification that has a required retention lifecycle by

Regents' Policy or Law. 2. Records that contain knowledge of matters in which it can be reasonably anticipated that

a court action will be filed. 3. Records for which a subpoena has been served or notice of same has been given. 4. Records that are sought pursuant to an audit or similar pending or possible investigation.

In many cases, individual or departmental email accounts do not meet these standards. For additional guidance, departments should consult with their IT support organization.

2.5 Data Backup Email backup is the responsibility of the employee. UA only maintains backups for eDiscovery purposes.

This is not a rational policy: employees do not have the expertise, access, or technology support to provide real backups.

current vendor. The vendor retains the right to access to the accounts for violations of its Acceptable Use

of names within the account, as well as manage the account as per these guidelines.

2.9 Personal Email Accounts Employees may not use non-

forwarded to yahoo, both the faculty and university could have FERPA issues.

3. Non-Compliance Non-compliance with email administrative standards will be referred to the Information Resources Director, who may, in turn, refer matters to an employee's supervisor, the Provost, Human Resources and/or law enforcement. Disciplinary actions can include, but are not limited to,