

6Hx19-1.34 ELECTRONIC MAIL AND VOICE MAIL POLICY

The purpose of this Board Rule is to establish Board policy relating to the purpose and use of electronic and voice mail systems belonging to the College.

The electronic mail and voice mail systems of the College have been established for College-related communications only. As the owner and manager of these systems, the College shall maintain access to all voice and electronic mail messages. Employees and others who use the College voice and electronic mail systems shall have no expectation of privacy in the messages contained in these systems. These systems are not intended for personal use.

The voice mail and electronic mails systems shall be used only for the transmission of transitory information and shall not be used for the transaction of official College business. Neither voice mail messages nor electronic mail messages shall be used to document official College business and neither shall serve as the final or formal record of College action. In the event that a voice mail message or an electronic mail message is the only record of official College action, such message shall be transcribed or printed in paper form and such paper form shall serve as the official record of such transaction.

Voice mail and electronic mail messages older than 60 days are subject to being periodically purged from the College systems.

Rule Adopted: 7/15/97; 11/18/08

Effective Date: 7/15/97; 11/18/08

Legal Authority:

 General Authority: 1001.64; 1001.65; 119

 Other References:

Law Implemented: Florida Statutes: 1001.64(1)(2)(4)(5)(43)(45);
 1001.65(1)(12)(16)(25);119

Proposer: Katherine M. Johnson, President