

## **6Hx19-1.34      ELECTRONIC COMMUNICATIONS 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 communications systems 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 messages. Employees and others who use the College voice and electronic communications 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, instant messaging, and text messaging systems shall be used only for the transmission of transitory information and, as such, are only retained by the College until the record is obsolete or any administrative value is lost. For purposes of this policy, and in accordance with the State of Florida's record retention requirements, transitory information is defined as information created primarily to communicate information of short-term value, such as for example, meeting reminders, appointments, and event announcements. Transitory messages are not intended to formalize or perpetuate knowledge, to set policy, or to establish guidelines or procedures for the College. In the unusual event that a voice mail message, instant message, or text message containing non-transitory College business is created or received, such message shall be saved, transcribed or printed in paper form so that it can be retained in accordance with record retention requirements.

Transitory voice mail, instant messages, and text messages older than 60 days are subject to being periodically purged from the College systems.

Rule Adopted:                    7/15/97; 11/18/08; 2/19/19

Effective Date:                7/15/97; 11/18/08; 2/19/19

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)(24);119

Proposer:    Timothy L. Beard, Ph.D., President