Index # **Title**

Regional Board Policy

Email Records Policy

Category: Administration	**Number:** Click or tap here to enter text.	**Replaces:** Click or tap here to enter text.
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Date Adopted: Click or tap here to enter text.	**Board Resolution Number:** Click or tap here to enter text.	**Date to be Reviewed:** Click or tap here to enter text.
Manner Issued: CRD Intranet (Staff and Directors portal), New employee manual.		

PURPOSE:

Electronic mail (email) is one of the most extensively used forms of communication between Cariboo Regional District (CRD) employees and between the CRD and the public. Email messages, like other records created and received by the CRD, are official records. This Policy on Electronic Mail Management provides direction on the ownership, organization, storage, and protection of email messages stored within the Cariboo Regional District's email accounts.

The purpose of this Policy is to ensure that email messages of enduring value to the CRD remain accessible to meet legal, business and accountability requirements, and to ensure the regular disposal of email messages having only transitory value.

POLICY:

1. *INTERPRETATION*

In this Policy:

"record" is as defined in the CRD's Records and Information Management Manual;

"records management system" means a system used by the Cariboo Regional District (CRD) to manage the records of the CRD from record creation through to records disposal.

2. GENERAL

The CRD's elected officials including municipal representatives, management, staff, and anyone issued a CRD email account must comply with this Policy.

The Cariboo Regional District reserves the right, without the consent of the user, to monitor, examine, copy, store, forward and disclose the contents of email messages~~, especially~~ in relation to investigations, legal proceedings, professional misconduct and requests under the Freedom of Information and Protection of Privacy Act.

Employees will ensure that their email "out of office" is turned on advising who to contact ~~during prolonged periods of absence.~~ when necessary.

Common rules of etiquette will be followed when using the CRD's email system.

3. OWNERSHIP

All email accounts are the property of the Cariboo Regional District and are provided to employees and elected officials to facilitate the conduct of CRD business. Employees and elected officials do not have any personal or proprietary rights over email messages and attachments contained within CRD email accounts.

Upon request from the department manager, custodial rights to email messages within an account of a former employee will be transferred to a current employee, usually the immediate supervisor.
Email accounts of employees that are no longer employed at the CRD will be removed from the system six (6) weeks after the employee's last day of employment. It is the responsibility of the departing employee's manager to ensure that email of enduring value remains accessible and stored in the Electronic Document and Records Management System (EDRMS) repository.

4. RETENTION AND DISPOSITION

The Cariboo Regional District has the exclusive right to determine the retention and disposition of all electronic messages subject to the CRD's records management policies, procedures and systems.

Email messages of enduring value (official records) to the CRD will:
• Be retained in the EDRMS (Laserfiche) system following the CRD's retention schedule
• Remain accessible, based on security constraints
• Not be stored solely in an employee's or Board member's inbox or on a personal drive

A date limit of two (2) years will be imposed on all email accounts. Emails older than two years will automatically be deleted.
- Should you have emails that **are not official records** that you wish to keep for reference, please create a folder under your inbox and retain them in that folder, which will not be subject to the 2-year time limit. **BUT MAKE SURE ALL OFFICIAL RECORDS ARE FILED IN THE CRD'S EDRMS (Laserfiche).**

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Email messages that are official records sent within the Cariboo Regional District will be saved by the sender. This includes the outgoing message and the responses.

Email messages received from external sources will be saved by the recipient. If more than one employee is a recipient, the first employee on the recipient list will save the email message. If the first recipient is a Board member but a staff member is also a recipient, the staff member is responsible for saving the message. If there are no staff members, then the first Board member on the recipient list is responsible for saving the message, unless the Chair is included; if the Chair is included, they shall have responsibility for saving the message.

Staff members will file emails that are official CRD records into the CRD's EDRMS (Laserfiche) if they can do so; otherwise, staff members will forward official CRD record emails to staffrecords@cariboord.ca to be filed, with an explanation of what the email pertains to or where it should be filed.

Board members will forward emails that are official CRD records to directorrecords@cariboord.ca

Email messages that are transitory will only be retained only as long as needed to meet legal, business and accountability requirements.

5. PERMITTED USES

Users of the electronic mail of the Cariboo Regional District are required to comply with permitted uses as determined by the Cariboo Regional District. These permitted uses include compliance with the CRD's policies, procedures and standards for legal and ethical communication using electronic messages.

6. MONITORING

The Cariboo Regional District has the right to monitor the use and content of all electronic messages and the electronic message system that produces them, including user compliance with this policy.

7. SANCTIONS

The Cariboo Regional District has the right to impose sanctions on ~~users~~ employees who violate this policy. Sanctions may include loss of internet and electronic mail access and disciplinary action (including termination of employment or contract) and prosecution for illegal acts.

8. USER'S ACKNOWLEDGEMENT OF POLICY

By using the Cariboo Regional District's electronic messages and the electronic message system that produces them, the user acknowledges that the user has read this policy, understands this policy, and agrees to comply with this policy. ~~and understands that failure to comply with the policy may result in sanctions against the user.~~

POLICY STATEMENT:

All users of the Cariboo Regional District's electronic mail (email) will abide by the above-noted policy.

Acknowledgment and Agreement:

I acknowledge that I have read and understand the Cariboo Regional District's Electronic Mail Policy. Further, I agree to adhere to this Policy.

Name: _____

Signature: _____ Date: _____

***** END OF POLICY *****

Policy No.	Date Adopted	Date Reviewed	Amended (Y/N)	Date Reissued	Authority (Resolution #)
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