



<b>Title:</b>	Email Policy
<b>Effective Date:</b>	05/23/2011
<b>Last Revision Date:</b>	11/28/2011
<b>Cancellation:</b>	
<b>Office:</b>	Information Technology (IT)

## *Email Policy*

### **PURPOSE**

Northshore Technical Community College (NTCC) provides employees with electronic communication tools, including an Email System. This addendum to LCTCS Policy # 7.005 governs the disposition of email messages and attachments stored in NTCC Information Systems when an employee is separating from NTCC voluntarily or involuntarily. Nothing in this addendum is intended to replace or negate the LCTCS Policy referenced but is intended to add to the LCTCS Policy extra safeguards to protect our mission, constituents, and business interests.

### **SCOPE**

This policy applies to full-time employees, part-time employees, independent contractors, interns, consultants, suppliers, clients, and other third parties that are permitted to use an email address provided by NTCC. The policy covers the use of the email system provided by NTCC at its colleges, administrative locations, branch campuses and instructional service centers as well as at remote locations, including but not limited to employees' homes, airports, hotels, clients and supplier offices.

### **POLICY**

As defined in LCTCS Policy # 7.005, Transitory electronic mail records are records that have limited or no administrative value to NTCC and are not essential to the fulfillment of statutory obligations or to the documentation of NTCC functions. Employees are permitted, in their professional opinion, to determine which of their received NTCC emails are transitory and may delete them immediately without obtaining approval.

Electronic mail records are records that have administrative value to NTCC and are retained for future reference by the employee or other agents of NTCC. These records are the property of NTCC and as such are not allowed to be archived and retained in the employee's personal possession outside of her/his relationship with NTCC. Upon separation with NTCC, the employee is not to delete or retain copies of any email records in electronic or printed format.



**Policy & Procedure No. IT-001**  
**Northshore Technical Community College**

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*Policy Reference:* LCTCS Policy # 7.005 <http://www.lctcs.edu/assets/policies/7.005.pdf>

*Review Process:*

<b>X</b>	<b>Reviewing Council/Entity</b>	<b>Review Date</b>	<b>Effective Date</b>
X	Business Affairs Committee	05/23/2011	05/23/2011
X	Campus Deans	N/A	N/A
X	Regional Director	05/23/2011	05/23/2011
X	Chief IT Officer	05/23/2011	05/23/2011

*Distribution:* Distributed Electronically via College's Internet  
Hard Copy Distribution to NTCC Campus Deans