

	ELECTRONIC MAIL SYSTEM USAGE
Approved: City Administration	Supercedes: July 25, 1996 Effective: July 12, 1999 <div style="text-align: right;">Page 1 of 2</div>

The City of Duluth (City) owns and operates the electronic mail system (E-mail). The City pays for hardware, software, and communication access to provide electronic communications. All E-mail sent and received over the City's local area network (LAN) is property of the City. The City is a public government agency and messages sent and received via the E-mail is government data subject to the provisions of the Government Data Practices Act (Minnesota Chapter 13 et. seq.). The City retains all rights of ownership to the system including but not limited to the right to inspect the content of messages. No expectation of privacy should be assumed by the user.

All messages older than 30 days will be purged from the system by the City on a daily basis.

All employees who have access to E-mail are required to read this policy. It is the responsibility of each division manager to ensure that all new employees with access to E-mail read this policy.

Employees authorized to use E-mail shall comply with the following rules; any violation will be deemed an act of insubordination which will subject the employee to disciplinary action up to and including termination:

1. The E-mail system is a City-owned tool and is to be used for matters directly related to the business activities of the City of Duluth and as a means to further the City's mission by providing services that are efficient, accurate, timely and complete. Use of the system for personal matters is prohibited.
 - Announcements of general interest to employees which involve City sponsored employee groups, department or City sponsored events must be distributed according to the procedures outlined in Item 6 of this policy. Only authorized employees may distribute city-wide E-mail messages.
2. Employees are prohibited from accessing the mail box of another without first obtaining permission from the mail box addressee or the addressee's supervisor.
3. E-mail messages shall not contain abusive language (including but not limited to derogatory or sexual references, and expletives), nor shall the system be used for purposes of harassment. Generally accepted business communication etiquette shall be used at all times.

4. If data, other than public data, is contained within the message, the message must advise the addressee of the classification of the data. If in doubt, the City Attorney staff may be consulted. Under no circumstances may the personal address or phone number of any employee be disclosed.
5. An employee who receives a message which violates the E-mail policy must immediately report the violation to their supervisor and save the message.
6. Any employee, City sponsored employee group, department, or division of the City may use the E-mail system to submit information or announcements relating to City business or City sponsored events to the managing editor for publication in the "Bridge" or posting onto the "e-line", an electronic bulletin board. All submissions must identify the individual making the submission by name, division or employee group and telephone number. The managing editor is responsible for reviewing all submissions to verify compliance with city policy and state and federal laws relating to data privacy. The managing editor for both publications is the Chief Communications Liaison or the Liaison's designee. Personal information about employees will not be accepted unless written authorization is provided by the subject employee. Information relating to union business or activities will not be accepted.
7. City employees, except for those listed below, are prohibited from distributing E-mail messages city-wide.
 - The Mayor, Administrative Assistant, Department Directors, Chief Communications Liaison, and authorized Data Processing staff are authorized to approve city-wide distribution of information via the E-mail system if the information is of interest to all city employees and of such a nature that time restraints make submission to the "Bridge" or "e-line" impracticable. The message must identify the individual approving distribution.
 - Individuals authorized to approve city-wide distribution are responsible for ensuring that the content of the message complies with city policy and state and federal laws relating to government data. The Office of the City Attorney is available to provide guidance on the requirements of these policies and laws.