

<b>Policy Number:</b>	ADM 13
<b>Policy Type:</b>	Administration Policy
<b>Policy Name:</b>	<b>Electronic Mail</b>
<b>Policy Owner:</b>	Chief Executive Officer
<b>Authority:</b>	Shire of Nannup

## OBJECTIVE

To provide guidelines for the use of Council's electronic mail (email) and for the creation, retention, management and disposal of email.

## POLICY

The council's email system and the messages sent through it are part of the Council's formal communication network. This means that emails sent and received by Council employees are government records.

- Email messages must be kept as Council records if they provide evidence of Council business and activities, are needed for use by others or affect the work of others.
- The email system is part of Council's computer network and all the information processes, transmitted or stored in the system are the property of Council.
- Email messages which become Council records must be retained in accordance with the approved retention periods listed in the General Retention and Disposal Schedule for Local Government Records published by the WA State Records Office.
- Access to email is limited to Council staff, or other authorised persons, who have been given a user identification and password.
- Email is a business tool. Employees must make sure that all email messages are brief, concise and business related and are kept in the computer system only as long as required.
- Email messages that are retained as Council records are accessible to the public under Freedom of Information and Privacy legislation.
- Email systems should not be assumed to be secure. Employees must be aware of the potential risks involved in sending confidential or sensitive information by email.

Related Policies	
Related Procedures/Documents	Record Keeping Plan/Record Keeping Procedures
Delegated Level	
Adopted	OM 24 March 2005
Reviewed	<a href="#">OM 25 January 2018</a>