Proposed IFAS Policy on IFAS List Servers

Electronic mail shall be used as an enabling technology to improve IFAS business processes. Official IFAS lists are those in http://directory.ifas.ufl.edu .

(1) Electronic mail messages sent to official IFAS list servers shall be limited to the conduct of official business by authorized personnel only.

(2) Private lists that use University of Florida Resources for non-business use are not permitted. Electronic mail messages conducted in the course of business are University of Florida property and not personal property. The expectation of privacy or confidentiality does not apply to electronic messages stored, retrieved or exchanged. Accordingly, electronic messages shall only be authorized for examination during the course of audits, investigations and system administration functions.

Other policies that apply:

Official business conducted over IFAS list servers shall comply with record keeping requirements as outlined by University of Florida Policy on email as a Public Record. (see http://www.pr.ufl.edu/email.htm).

Official business conducted over IFAS list servers shall comply with the University of Florida's Acceptable Use of University Computing Resources Policy (see http://www.cio.ufl.edu/aupolicy.htm#email).

IFAS IT links to Policy   <http://it.ifas.ufl.edu/policies.html>

IFAS External Relations Manual: Appendix VIII *Computer Use, E-Mail Protocol and World Wide Web* http://www.ifas.ufl.edu/extrel/erm/App8.htm

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Halsey/Zazueta May 2001