29.01.99.E1.08 Information Resources – Email Use

Approved September 25, 2009
Revised June 5, 2013
Next Scheduled Review: June 5, 2016

Supplements TEES Rule 29.01.99.E1

Standard Administrative Procedure Statement
Since a large portion of TEES business is conducted using email, it is important that email services function in an efficient and reliable manner.

Reason for Standard Administrative Procedure
Storage of email on the TEES Mail Servers requires expensive computing resources and a record retention strategy.

Procedures and Responsibilities

1. CONTROLS AND RESPONSIBILITIES

1.1 Divisions are encouraged to implement a retention period for email. If a retention period is implemented, divisions must notify users of this requirement.

1.2 Email administrators may invoke a mailbox quota due to hardware limitations or to encourage email retention.

1.3 Refer to TEES SAP 29.01.99.02, Acceptable Use for acceptable and incidental use of email.

Related Statutes, Policies, or Requirements
System Regulation 61.99.01, Retention of State Records

TEES Rule 29.01.99.E1, Security of Electronic Information Resources

TEES SAP 29.01.99.E1.02, Information Resources – Acceptable Use

TEES SAP 61.99.01.E0.02, E-mail Retention

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