

### OBJECTIVE

To ensure the Shire meets its statutory obligations consistent with the *State Records Act 2000*  
To provide guidelines for the use of the Shire 's electronic mail (email) and establish procedures for the creation, retention, management and disposal of email.

### STATEMENT

1. The Shire's email system and the messages sent through it are part of the Shire 's formal communication network. This means that Shire records now include information kept in electronic form.

Email messages must be kept as Shire records if they provide evidence of Shire business and activities, are needed for use by others or affect the work of others.

2. The email system is part of Shire 's computer network and all the information processes, transmitted or stored in the system is the property of the Shire.
3. Email messages which become Shire records must be retained in accordance with the approved retention periods listed in the General Retention and Disposal Schedule for Local Government (1994) published by the WA State Records Office.
4. Access to email is limited to Shire staff, or other authorised persons, who have been given a user identification and password.
5. Email is a business tool. Staff must make sure that all email messages are brief, concise and business related and are kept in the system only as long as required.
6. Email messages that are retained as Shire records are accessible to the public under Freedom on Information and Privacy legislation.
7. Email systems should not be assumed to be secure. Staff must be aware of the potential risks involved in sending confidential or sensitive information by email.

### Procedures for the use of electronic mail

1. Email should be treated with the same significance as the signed letter. The password and the ability to send an email message has the same authority as signed correspondence.
2. Email must be accessed at least once a day by each employee with access to a networked personal computer. Any unwanted email should be deleted.
3. Staff can maintain their own email address book.
4. Personal or private information such as personal notes or invitations, staff appraisals or job applications should not be included in an email message because it could be read by, or misdirected to, unauthorised persons. Messages may also continue to exist long after the sender has deleted them. Deletion eliminates the message or file name from your computer directory but the information itself exists in the backup system until it has been overwritten.
5. A copy of all incoming and outgoing email messages will be received by the Records Officer and electronically registered. A copy of the email will be printed onto green paper and filed in the Central Records System.

6. Remember that email is admissible as evidence in court so use good judgment and think carefully about what is written.
7. Make sure to follow email etiquette. Keep the message polite and don't write in upper case as this is considered as 'shouting'. Only send information that is of value to the receiver and don't make messages High Priority unless they are truly urgent.
8. All discs loaded onto Shire equipment are to be virus scanned. No attachments should be opened or stored unless the employee can positively identify the sender.

<b>POLICY NO.</b>	A.14
<b>POLICY SUBJECT</b>	<b>Email Policy</b>
<b>ADOPTION DATE</b>	17 June 2004
<b>VARIATION DATE</b>	21 December 2007
<b>LAST REVIEW DATE</b>	18 June 2020