

**TOWN OF VIENNA, VIRGINIA
ADMINISTRATIVE REGULATIONS**

Subject:
ELECTRONIC MAIL

Regulation No:
1.13

Effective Date:
June 1, 2012

Supersedes: April 10, 2000

I. STATEMENT OF PURPOSE

The purpose of this policy is to establish rules and regulations designed to promote the effective and responsible use of the Town's electronic mail (e-mail).

II. POLICY

A. GENERAL

The e-mail and messaging systems, including but not limited to, Outlook, Instant Messaging (IM), and all other forms of online media on any of the Town's electronic hardware are an extension of the work place, intended to enhance communication and productivity. The following provisions are designed to ensure that this business tool is used in a professional and responsible manner. These systems are wholly owned and solely operated by the town and shall only be used by employees for the purpose of conducting town business. The use of a password shall not imply any right of personal privacy in the contents of any official Town of Vienna e-mail communications.

B. PRIVACY

1. By using the electronic mail and messaging systems, employees expressly consent to the town's monitoring, auditing, reviewing, retrieving, disclosing and otherwise tracking the use and content of e-mail and messages.
2. E-mail messages are similar to any other forms of paper communication in terms of privacy, and may be forwarded to others after leaving the sender. Use as much caution and discretion with e-mail as with a formal paper memo.

C. PUBLIC RECORD

Electronic messages and documents are subject to the same requirements as information communicated in other written forms and formats. Electronic messages are considered part of the public record when they meet the criteria set forth in paragraph 42.1-77 of the Virginia Public Records Act. Therefore, they are legally discoverable and subject to record retention policies.

"Public record" means recorded information that documents a transaction or activity by or with any public officer, agency or employee of the state government or its political subdivisions. Regardless of physical form or characteristic, the recorded information is a public record if it is produced, collected, received or retained in pursuance of law or in

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connection with the transaction of public business.

D. PERMISSABLE USES

1. E-mail can be used for regular correspondence promoting legitimate Town business purposes.
2. E-mail can also be used for transmitting files and attached documents for legitimate Town business purposes.
3. All e-mail usage will be subject to other Town policies, including, but not limited to Disciplinary Actions (2.15). Conduct of Employees (2.29) and Code of Ethics (2.30).

E. PROHIBITED USES

Employees shall not misrepresent themselves when sending an electronic message. Employees shall not communicate, display or forward any statement, comment, epithet, image, cartoon, software, etc. which could be construed as harassment or offensive or violates classifications protected by state and federal law. Transmitting materials (other than that required for town business) that involve the use of obscene language, images, jokes, sexually explicit materials, or messages that disparage or otherwise embarrass, annoy, harass or offend any person, group, or classification of individuals is prohibited.

Employees shall not transmit any image or text which may be protected by copyright, trademark or patent without prior permission.

F. GENERAL RULES OF ETIQUETTE

Transmission of electronic messages and information on communications media provided for members of this town shall be treated with the same degree of propriety, professionalism, and confidentiality as official written correspondence.

G. RETENTION POLICIES

E-mail messages will be retained in accordance with the Virginia Locality Records Disposition Schedules and the Virginia Public Records Act.

H. VIOLATIONS OF POLICY

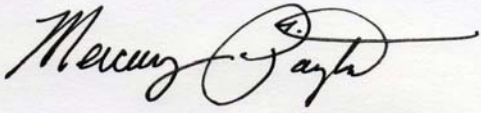
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Violations of this policy may result in termination of e-mail access for the individual, and may also result in disciplinary or legal action up to and including termination of employment, and/or criminal or civil penalties.

III. APPLICABLE DOCUMENTS

None

<i>Signature of Town Manager:</i>	<i>Date:</i>
	June 1, 2012