
Guideline for University Email Account Use

This College of Liberal Arts *Guideline for Email Account Use* summarizes the Standard Administrative Procedure *Employee Email* (SAP 29.01.99.M2.01*). Essentially, **only University issued email accounts should be used to conduct University business** for the following reasons:

University business email, no matter where it is stored, is subject to the Texas Public Information Act (TPIA) and a few other types of reviews and thus is not private.

- The University and State of Texas owns information just like people with copyrights own information. It doesn't matter where or how the information is stored.
- All the information the State owns is subject to the laws and regulations of the State of Texas. It is not considered private information and should not be transmitted via privately-owned email accounts.
- It is fine to use your personal account for information you own. System regulation 17.01 specifically lists four types of information the creator owns if not created with significant System resources: intellectual property unrelated to employment; scholarly, artistic, and pedagogical materials including textbooks; teaching and course material; and some other copyrightable works.

If you use a non-University account for all your mail, including University business, you put yourself and the University at risk, especially in a Texas Public Information Request.

- If you are using a gmail, aol, or some other non-Texas A&M account for University business email, you should move all University business email to a Texas A&M account.

University business email is subject to the Texas Records Retention Schedule.

- Almost all University business you conduct via email is transitory information and should be deleted when it no longer has a purpose.
- Transitory records are those with temporary usefulness that are not integral for the University's functioning or not filed with our recordkeeping system, and that are required for only a limited period of time.
- Transitory records do not require permission to be destroyed, but official records do.

* The reference for the new rule is: <http://rules-saps.tamu.edu/PDFs/29.01.99.M2.01.pdf>

If you have questions, please contact Dr. Stephen Balfour, Director of Information Technology for the College of Liberal Arts at balfour@tamu.edu or 979-845-5165.