

Managing Municipal Email in the Village of East Nassau

Official Policy

Introduction

Some email messages are official records.

The responsibility for these records is the same as that for public records in any other format. These records must be retained for varying lengths of time, depending on the content and value of the information they hold.

And, like other official records of our municipality, email records are subject to FOIL requests, and so must be kept easily available.

The Policy

Final decisions on which records should be kept and for how long they should be kept are the responsibility of the records management officer (RMO).

However, each person who sends or receives municipal email must learn to recognize which email messages may be public records and how to respond when a message has been identified as such.

If you receive or generate an email message that may be public record, it is your responsibility to make sure the message is preserved.

We have established a special email account, rmo@villageofeastnassau.org, to which you must forward all incoming messages you identify as public record and to which you must copy all public record messages you generate.

If you have any doubt whether a message is a record that must be retained, ask the RMO or handle it as if it were a public record.

It is better to retain extra messages than to fail to retain messages that must be retained. However, it is your responsibility to limit those messages collected in the email archive, as much as possible, to those that are appropriate. Flooding the archive with non-record messages only complicates the task of properly managing these records

Answer, archive, or delete, as appropriate, all official email as it is received to avoid building a backlog of messages which is much harder to sort through and more difficult for the RMO to organize.

Working copies of public record email can be retained within your own filing system (in your private email area), but must be organized in such a way as to allow easy retrieval.

Delete all municipal email messages from your own records as soon as they are no longer needed.

Do not use municipal email accounts for non-municipal purposes.

The task of maintaining the integrity, preservation, and availability of public records that are generated in the form of email messages is the responsibility of everyone who sends or receives municipal email.

There are no exceptions to this policy.