North Carolina
Industrial Commission
MINUTES

ADOPTION OF ELECTRONIC MAIL RETENTION AND ARCHIVING POLICY

The Industrial Commission hereby adopts the Electronic Mail Retention and Archiving Policy for the Commission and its employees to manage and preserve electronic mail and to promote public access to public records. This policy complies with Executive Order 150, N.C. General Statutes Chapter 132, the Public Records Law Chapter 97, the Workers’ Compensation Act and Chapter 121 for the retention and archiving of electronic mail as public records.

This 31st day of March, 2009.

PAMELA T. YOUNG
CHAIR

BERNADINE S. BALLANCE
COMMISSIONER

STACI T. MEYER
COMMISSIONER

DANNY LEE MCDONALD
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COMMISSIONER
Objective:

The objective of this policy is to comply with Executive Order No. 150; North Carolina General Statutes Chapter 132, the Public Records Law; Chapter 97, Workers’ Compensation Act; and Chapter 121 for the retention and archiving of electronic mail as public records.

1. Policy

In order to manage and preserve electronic mail and to promote public access to public records, the Commission and its employees will treat electronic mail messages, sent or received through government accounts, as public records and will maintain these records in compliance with the Public Records Act, the Workers’ Compensation Act and records retention policies in the same manner as paper documents or other tangible records.

1.1. E-mail is a public record and must be made accessible unless its content is exempt from inspection by statute or other regulation.

1.2. E-mail messages shall not be deleted within twenty four hours of being sent or received in the course of conducting State business.

1.3. Employees shall not use state e-mail accounts for political purposes.

1.4. Employees shall not use e-mail for personal purposes except to communicate about family matters.

1.5. Employees shall assume that information on the state’s e-mail system is subject to public review and review by state officials.
1.6. All outgoing e-mail messages sent from state e-mail accounts shall include language notifying the recipient that the message is subject to the Public Records Law and may be disclosed to third parties unless exempted by statute or other regulation. No personal messages, quotes or customized backgrounds shall be included in outgoing e-mail messages.

1.7. All employees who conduct public business via personal e-mail accounts or non-government technology shall properly retain and archive any public record made or received pursuant to the Public Records Law and the Commission’s current records retention policy.

1.8. All employees will complete on-line training offered by the Department of Cultural Resources on managing e-mail as public records.

2. **Procedure**

2.1. All outgoing e-mail messages from state e-mail accounts must include the following message:

E-mail correspondence to and from this address is subject to the North Carolina Public Records Law and may be disclosed to third parties unless the content is exempt by statute or other regulation.

2.1.1. No personal messages, quotes or customized backgrounds will be used in outgoing messages.