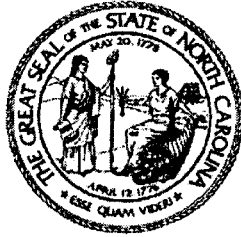


Beverly Eaves Perdue, Governor
Pamela T. Young, Chair



Bernadine S. Ballance, Commissioner
Laura K. Mavretic, Commissioner
Danny L. McDonald, Commissioner
Staci Meyer, Commissioner
Christopher Scott, Commissioner
Dianne C. Sellers, Commissioner

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

PAMELA T. YOUNG
CHAIR

Bernadine S. Ballance

BERNADINE S. BALLANCE
COMMISSIONER

Staci T. Meyer

STACI T. MEYER
COMMISSIONER

Laura K. Mavretic

LAURA KRANIFELD MAVRETIC
COMMISSIONER

Danny Lee McDonald

DANNY LEE MCDONALD
COMMISSIONER

Christopher Scott

CHRISTOPHER SCOTT
COMMISSIONER

Dianne C. Sellers

DIANNE C. SELLERS
COMMISSIONER

STATE OF NORTH CAROLINA DEPARTMENT OF COMMERCE NORTH CAROLINA INDUSTRIAL COMMISSION		Internal Operating Procedure
Title: Electronic Mail Retention and Archiving Policy		
Effective Date:		
Revisions:		
Statutory authority: N.C. General Statutes, Chapter 132, Chapter 97 and Chapter 121 .		

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.