

**City of Lilburn
Electronic Mail (Email) Policy**

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I. Purpose

The City of Lilburn email is to be used primarily for conducting City business. The City email is not intended to be used for conducting personal business. Incidental and infrequent personal use of City email access is allowable provided that it does not hinder or interfere with conducting City business.

II. No Privacy Expectation

City email users (employees, elected officials, and appointed board members, etc.) have no reasonable expectation of privacy on City of Lilburn computers, other electronic devices, internet, or email. The City has the right to view and inspect all City computers, other electronic devices, and email.

Much of the information generated by or stored on City computers or obtained through City internet or email access is public information that is required to be catalogued under the Georgia Archives Local Government Record Retention Schedule, and subject to mandatory disclosure under the Georgia Open Records Act (O.C.G.A. § 50-18-70).

Use of City computers and internet or email accounts constitutes consent by the City user for City inspection of those computers and internet or email accounts, and data transmitted thereon. All content created for the City of Lilburn or during City employment is owned by the City of Lilburn.

III. City Email Accounts

All City employees, elected officials, and appointed board members are required to use their City-issued email accounts to conduct City business. Users are prohibited from using their personal email accounts to conduct City business. When corresponding about City business via

email, all City email users must include the City's standardized email stationary and signature within the email message (attachment A).

If a City email user receives a city email at a private email address, the user should immediately forward the email to his or her city email address for storage. No email concerning City business should be destroyed or deleted except in accordance with the Records Retention Schedule of the City of Lilburn (attachment B).

IV. Prohibitions

Improper use of city email may result in loss of mail privileges, departmental reprimand, and/or such other remedies as may be deemed necessary, up to and including termination of employment.

Improper use is defined as transmission, receipt, or review of information or material that promotes or transacts any of the following:

- Soliciting or proselytizing for commercial ventures, job searches, chain letters, religious or personal causes or outside organizations or other similar, non-job related solicitations;
- Discrimination on the basis of race, national origin, color, sex, religion, disability, age, or political affiliation;
- Unlawful harassment in violation of City policy;
- Copyright infringement;
- Expression of ill will or bias against individuals or groups;
- Offensive material such as sexually explicit material, obscenity, vulgarity, profanity, jokes, sarcasm, or other non-businesslike material;
- Excessive personal use (not related to job duties) as defined by employee's department director/office head;
- Creating inefficient use of employees work time; and
- Any unlawful activity.

V. Password

Authorized users will be given a login name that allows access to the network. The user will then provide a personalized password. Passwords should be obscure and a minimum of eight (8) characters in length. No user shall divulge his/her network password. Any user with knowledge of any password not his/her own shall report it to his/her supervisor immediately. No employee shall attempt any unauthorized access to the system. The City Manager will be the custodian of the master list of electronic email passwords for users.

VI. Virus Detection

Files attached to email may contain dangerous computer viruses that can damage the City’s computer network. If the user does not know the sender or isn’t expecting an email, he/she should not open the email and notify the Director of Information Technology immediately. If a user suspects that a virus has been introduced into the City’s network, he/she should notify the Director of Information Technology immediately.

VII. Retention of E-mail

The City of Lilburn adopted and incorporated the Records Retention Schedule of the City of Lilburn, which generally complies with the Georgia Archives Local Government Record Retention Schedule (https://www.georgiaarchives.org/records/local_government/). The retention periods are determined by the content of the record, not by its format. Whether a record is on paper or in electronic form – including email messages – must be retained for as long as the retention schedule specifies for that type of document.

VIII. Employee Termination

Employees who leave employment with the City of Lilburn have no right to the contents of their email messages and are not allowed access any longer.

IX. Agreement to the City of Lilburn Electronic Mail (Email) Policy

The City will require employees and users to read and signify acceptance of the terms of this policy by signing the following agreement before making electronic mail available.

I have read and agree to the specifics as stated in the attached Electronic Mail Policy, which include the following:

1. Use of the City email is intended for the furthering of the business of this municipality;
2. I may not intentionally intercept, eavesdrop, record, read, alter, or receive other persons’ email messages without proper authorization;
3. I may not use City email for solicitation of funds, political messages or obscene or harassing messages;
4. The City email is the property of the City of Lilburn and may be accessed for review and monitoring by supervisors, City Manager, and Human Resource Department.
5. City email will be retained according to the attached Georgia Archives Local Government Record Retention Schedule.

Name _____ Date: _____

Attachment A

Name of Employee

Title

City of Lilburn

340 Main Street

Lilburn, GA 30047

770-638-XXXX Office

770-921-XXXX Fax



This policy is adopted this _____ day of _____ 2018, by the City of Lilburn.

City Council
