



**Email Procedure # 1910.010a**

<b>INITIAL EFFECTIVE DATE:</b>	<b>LAST REVISION DATE:</b>	<b>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT</b>
April 27, 2020	April 27, 2020	Division of Information Technology Information Technology Security Office

<b>PROCEDURE STATEMENT</b>
<p>A. FIU’s Email System and a University-issued email account are made available to faculty, staff, student employees, and POIs in order to conduct University business. All University Email created, delivered, or received through the FIU email system, including those messages of personal nature, are the property of the University. Consequently, FIU Email may be accessed, copied, deleted, or reviewed by the University at any time without the consent of the person creating or receiving the email. Incidental personal use of the FIU’s Email System is permitted, to the extent that it does not interfere with work duties. However, federal and Florida law, as well as University regulations which govern the content of emails (i.e. copies of written documents, trade secrets, etc.), will be applied.</p> <p>B. Storage and Retention of University Email as a Public Record  Emails created in the course of University business are subject to Florida's public records laws. Each User of the FIU’s Email System is responsible for the storage, retention, and destruction of their individual emails. FIU Email must be stored and retained in accordance with Florida's public records laws and Records Retention Schedule. The University Records Management Office will assist users on the retention and destruction of emails on FIU’s Email System and will provide email management guidelines. The Division of Information Technology will assist users on maintaining email archives within the University Email System.</p> <p>C. Departmental Email Accounts:</p> <ol style="list-style-type: none"> <li>a. Accounts not accessed within a period of 2 years will be disabled.</li> <li>b. These email accounts cannot be used in lieu of a user’s email address.</li> <li>c. These email accounts are not to be used for any personal reasons.</li> </ol> <p>D. Retiree Accounts</p> <ol style="list-style-type: none"> <li>a. Faculty Retiree Accounts <ol style="list-style-type: none"> <li>i. Upon retirement there is a continuance of email without the need to request.</li> <li>ii. The existing email address and email mailbox will remain active.</li> <li>iii. Accounts not accessed in a year will be disabled.</li> </ol> </li> <li>b. Staff Retiree Account. <ol style="list-style-type: none"> <li>i. Upon retirement staff email mailboxes will be archived.</li> <li>ii. Information auto-reply message will be placed on the account for six months after effective date of retirement.</li> <li>iii. FIU Mailbox will be selectively wiped from the user’s mobile devices.</li> </ol> </li> </ol>

- iv. Email continuance may be available to retired staff. A request must be submitted prior to retirement requesting continuance of email.
- v. Once approved, same FIU email address will be provisioned on a new mailbox. Contacts are transferred.
- vi. Technical support is available through AskIT by DoIT.
- vii. Accounts without activity for one year will be archived and disabled.
- viii. Account is still subject to adhere to this policy and to the acceptable use policy and security measurements to protect the information.
- ix. Accounts not accessed in a year will be disabled.

E. Closing of email accounts

1. Each user of the FIU's Email System, upon giving notice of their intent to leave their position, shall be responsible for preparing their email account to be retained by the University. DoIT shall assist the employee in retaining the contents of his or her email account.
2. Upon an employee's separation from employment with the University, it is the responsibility of that employee's supervisor to ensure the separating employee's University-issued email account is retained. DoIT shall assist the supervisor in storing and retaining the contents of the separating employee's email account once approval from Employment Labor Relations has been obtained.
3. Upon separation, Email accounts will be archived and the FIU email account will be disabled. FIU Mailbox will be selectively wiped from the user's mobile devices.