2111A - Barton Community College Individual Email Address

Purpose

Barton Community College has obligations to ensure integrity and accessibility of records, and security of sensitive institutional information that may be sent or received via email. This procedure advises employee's of their obligations to use only their Barton Community College email account[1] and not personal email accounts to preserve the institutions archival records; to enhance compliance with federal and state laws and regulations; to eliminate accidental or innocent destruction of records; to facilitate the College's operations by ensuring all state/federal laws on retention are met and to manage the records resulting from that use in accordance with applicable policy, standards and procedures for records retention. See procedure 2170 Records Retention.

Audience

Barton Community College Affiliates who conduct institutional business via email.

Compliance

Failure to comply with this procedure may put Barton Community College information assets at risk and may have disciplinary consequences for employees, up to and including termination of employment.

Violation of this procedure may also carry the risk of civil or criminal penalties.

Roles and Responsibilities

Supervisors: Make this procedure available to team members and provide guidance on implementation.

Information Services Staff: Monitor implementation and provide assistance as requested.

All Barton Community College employees will:

1) maintain and use only Barton Community College email accounts and not use any external/personal accounts[2] to preserve the institutions archival records; to enhance compliance with federal and state laws and regulations; to eliminate accidental or innocent destruction of records; to facilitate the College's operations by ensuring all state/federal laws on retention are met and to manage the records resulting from that use in accordance with applicable policy, standards and procedures for records and retention.
2) enter and maintain a Barton Community College email account address (and not an external/personal account) in the Barton Community College Campus Directory (unless an exception exists and no directory entry is present).

---

[1] Barton Community College Email Account: Email account(s) provided by Barton Community College Information Services for the purpose of transacting institutional business.

[2] External/Personal Email Account: An email account provided by an organization not affiliated with Barton Community College. This may be a personal Gmail, Yahoo, or other account, or may be provided by another organization (such as a professional organization, or another institution with which the user is also affiliated.)

3) not auto-forward[3] Barton Community College email to an external email account. (Auto-forwarding between institution email accounts is permitted. Auto-forwarding to external/personal accounts is not permitted, though manual forwarding of individual messages to an external account is generally permissible if in accord with all other applicable Barton Community College policies, standards, and procedures.)
4) ensure that email is retained, sent to archives, or otherwise managed in accordance with the Barton Community College Records Retention Schedule.
5) only include professional images from the Public Relations department or approved company logos only to represent their image in their O365 profile.

Exceptions:

If email which would constitute institutional business (other than marketing or other short-lived messages which may be deleted immediately) is received on a personal/external account, the affiliate may comply with this procedure by forwarding a copy of the message to their Barton Community College account and notifying the sender to use the Barton Community College account in the future.

Other exceptions to this procedure may only be authorized in writing by the President or his/her designee.

Contact(s)

Chief Information Officer

Related Form(s)

Relevant Policy or Procedure(s): Policy 1110 – Use of Computers/College Computing and Information Systems; 2170 – Records Retention

Approved by: President

Date: 3/26/18

Revision(s): 6/24/19

[3] Auto-forward: The act of forwarding email through the use of an automated forwarding mechanism. Once configured, these mechanisms forward email from one server to another without any user intervention and/or oversight.