

# BP 6-8b: Individual Email Account

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BOARD POLICY: 6-8b: Individual Email Account

APPROVED: May 22, 2023

EFFECTIVE: May 22, 2023

REVIEWED: April 11, 2023

NEXT REVIEW DATE: April 2026

REFERENCES:

RESPONSIBLE DEPARTMENT: Finance and Operations

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Dawson Community College has obligations to ensure the integrity and accessibility of records, and security of sensitive institutional information that may be sent or received via email. This policy advises employees of their obligations to use only their Dawson Community College email account<sup>1</sup> and not personal email accounts for the following reasons:

- To preserve the institutions archival record,
- 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 and institutional policies on retention are met
- To manage the records resulting from that use in accordance with applicable policy, standards and procedures for records retention.

All Dawson Community College employees will:

1. Maintain and use only Dawson Community College email accounts and not use any external/personal accounts<sup>2</sup> 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 and institutional policies 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. Not auto-forward<sup>3</sup> Dawson Community College email(s) 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 Dawson Community College policies, standards, and procedures.
3. Ensure that email is retained, sent to archives, or otherwise managed in accordance with the Dawson Community College Records Retention Schedule.
4. Only include professional images from the employee directory or approved company logos 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

Dawson Community College account and notifying the sender to use the Dawson Community College account in the future. Other exceptions to this procedure may only be authorized in writing by the President or the President's designee.

<sup>1</sup>Dawson Community College Email Account: Email account(s) provided by Dawson Community College Information Technology Department for the purpose of transacting institutional business.

<sup>2</sup>External/Personal Email Account: An email account provided by an organization not affiliated with Dawson Community College. This may be a personal Gmail, Yahoo, Hotmail, Mid-Rivers, 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.)

<sup>3</sup>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.

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SCOPE                      This policy applies to Dawson Community College.

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PROCEDURES              The College President shall promulgate such procedures as may be needed to implement this policy.

History:                    5/22/2023