

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	May 13 2017
Chapter:	Code of Ethics	Page(s):	1
Subject:	Email Usage	Revised Date:	Sept 8, 2018
			Sec 1, 3M
		Reviewed:	July 23, 2018

EMAIL USAGE

1. Professional business practices shall be adhered to in respect to the creation and content of email records. The following guidelines shall be followed:
 - a. Use only business-like language.
 - b. Do not express personal opinions about individuals or situations, unless it is a specific task or requirement as part of your position or job function.
 - c. If there is a need to include confidential information, mark your text as “confidential” in the subject line.
 - d. In general, do not include any text or information that would not be suitable or could not be ‘made public’.
 - e. Users must maintain email accounts by deleting unwanted mail (i.e. transitory records) on a weekly basis. Non-transitory records, per Records Management Policy and the Corporate Records Structure, should be saved and filed.
 - f. Email is a record belonging to NLLS and retention applies according to the Corporate Records Structure.
 - g. Emails which are deemed NLLS business (non-transitory) should be saved to NLLS Records Management Programs.
 - h. F.O.I.P. (Freedom of Information and Protection of Privacy) Signature is required when sending external email:
 - i. Name Job Title
 - ii. Northern Lights Library System
 - iii. Phone (Your Phone Number) Fax (Your Fax Number)
 - iv. www.nlls.ab.ca
 - v. This communication is intended for use of the recipient to which it is addressed, and may contain confidential, personal, and/or privilege information. Please contact us immediately if you are not the intended recipient of this communication, and do not copy, distribute, or take action relying on it. Any communication received in error, or subsequent reply, should be deleted or destroyed.

NLLS Executive Board Chair

Sept 8, 2018
Date of Approval