



Email Address Request & Agreement

General Criteria

1. District email addresses are to be issued to Park District employees when necessary for conducting job responsibilities and use is needed on a consistent basis.
2. Employees should not be using personal email addresses to conduct Park District business since this makes their personal email accounts subject to WA State public disclosure requirements.
3. Prior to being issued a District email address, approval must be given by the employee's division superintendent or director.
4. Email addresses for employees will be paid out of the division they are working for.

Employee Responsibilities

Prior to being issued a Park District email address, employees must understand that emails related to Park District business are public records and are subject to WA State law retention and public disclosure requirements like all other records. Employees are expected to assume certain responsibilities related to the appropriate use of email as summarized below:

1. District email addresses are for conducting Park District business and are not for personal use.
2. Any email correspondence conducting Park District business (whether through a personal or District email address) is not considered a private or personal form of communication and is subject to public disclosure.
3. Email correspondence will be professional and business-like. District email addresses are not to be used for jokes, gambling, games, derogatory, political or discriminatory remarks.
4. Anything stated in an email can be used in litigation. Keep content brief and clear. Avoid disputes, arguments, or running conversations.
5. District email is not to be used by part-time employees to advertise or market programs.
6. Emails must be retained in accordance with the WA State public retention schedule. Employees are to delete emails with no retention value as indicated on page 2 of this agreement. All other emails should not be deleted by employees until receiving the appropriate training by the District.

Emails to Delete at Once or When No Longer Needed (Minimum Retention Value)

1. General information from outside agencies (catalogs, reports, newsletters).
2. Unsolicited info such as junk mail and advertisements.
3. When listed as one of many cc's on emails that don't apply to your job. (The person who sent it should keep it).
4. Scheduling appointments/meetings (meeting accepts/declines, rescheduling, room availability).
5. Personal emails (personal emails should not be done on Park District email accounts and are subject to public disclosure).
6. Short-term information (out-of-office notices; social notices such as potlucks, birthdays, retirement; weather or traffic updates).
7. Requests for basic information (office hours/location, directions to facilities, mailing/website/email addresses, meeting dates/times).
8. Contact information and related correspondence (mailing lists, email distribution lists, requests to be added to contact lists, also emails returned as undeliverable).
9. Transmitting copies of Park District documents (board packets, program catalogs, forms, etc.)
10. Drafting/editing and related correspondence (preliminary drafts, suggestions for editing etc.)
11. Reference materials (copies of published articles/reports, copies of training materials from seminars).
12. Simple responses that say "thank you", unless needed to confirm receipt of a prior email.

Email Address Request & Agreement Quiz

1. If I conduct public business through a personal email account, it is not a public record or subject to disclosure.

Answer

- True
 False

2. May I delete emails?

Answer

- Yes, once I am done using them.
 No, they are all records to be permanently retained.
 Some emails, those that are categorized with Minimal Retention Value, may be deleted.

3. Is my Park District email account private?

Answer

- Yes, only I have the right to access my email.
 No, all emails created while conducting public business are public records.
 Some emails are public records and others are private.

4. Short-term information such as out of office notices are considered to have minimal retention value and may be deleted.

Answer

- True
 False

Acknowledgement

In signing below, I acknowledge that I have read and agree to abide by the above stipulations when issued a Park District email address. I further understand that improper use could result in disciplinary action and the email address being revoked.

Employee Signature

Employee Date

Employee Personal Email Address

Employee Personal Cell Phone Number

FOR EMPLOYER USE ONLY Request for email address

Approved

Supervisor Signature

Division Director Signature

IT Signature

Denied

Supervisor Date

Division Director Date

IT Date