
SUBJECT: INSTITUTIONAL BUSINESS EMAIL COMMUNICATIONS

1.0 PURPOSE

- 1.1. To ensure Snow College collects and maintains all business email communications in the institution's enterprise email systems for security, auditability, records management, document preservation, personnel actions, archiving and destruction, and other purposes as appropriate.

2.0 DEFINITIONS

- 2.1. **ENTERPRISE EMAIL SERVICE** - The email system by which Snow College engages in official business. This is currently @snow.edu. Enterprise email service does not include a separate, affiliated email service the institution offers to alumni or other groups.
- 2.2. **INSTITUTIONAL BUSINESS EMAIL COMMUNICATIONS** - Email communication that an employee, officer, or other designated individual has sent as part of his or her duties on behalf of the institution, and other email communications the college has designated as business communications either through this policy or through internal procedures.

3.0 POLICY

- 3.1. Snow College requires its employees, officers, and other designated individuals to use only the institution's Enterprise Email Service when conducting institutional business by email.
- 3.2. Active accounts in the Enterprise Email Service are only available to active employees, new hires, and others as approved by the applicable Vice President.
- 3.3. Employees are specifically prohibited from using any private or non-Enterprise Email Service for institutional business by email.
- 3.4. Employees shall maintain institutional business email communication in compliance with records retention regulations, records management regulation, or any applicable law or policy.
- 3.5. The information security office, with the approval of the College President, may approve additional Enterprise Email Services.
- 3.6. The information security office, with the approval of the college president, may approve or restrict additional non-email communication platforms over which employees can conduct college business.
- 3.7. The office of Information Technology will establish and enforce guidelines related to mailbox size, archiving, email aliases, and other issues related to managing the Enterprise Email Service