



ASTR/AMS ADVISORY

# E-MAIL POLICY & USAGE GUIDE

OFFICE OF ARCHIVES, STATISTICS & RESEARCH



SEVENTH-DAY  
ADVENTIST CHURCH

# WHO OWNS THE EMAIL YOU COMPOSE FROM AN ORGANIZATION EMAIL ADDRESS

(E.G. JAMES@GC.ADVENTIST.ORG)

A. You (The Employee)



B. The Organization

C. Both



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# USE ORGANIZATIONAL EMAIL SYSTEM

- Email is owned by the organization, not the employee
- Employees should be reminded that no automatic right of privacy applies to organizational emails
- Once an employee leaves the organization, his/her mailbox will be preserved electronically



# USE ORGANIZATIONAL EMAIL SYSTEM

- All work-related email should be generated within the organizational email system
- Emails relating to personal matters should **NOT** be written using organizational email



# DO NOT USE CLOUD BASED EMAIL SYSTEMS



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# DO NOT USE CLOUD BASED EMAIL SYSTEMS

- What happens to your Cloud Based Email (Gmail, Hotmail, Yahoo etc.) if something happens to you?
- Can your assistant access your cloud based email?
- Use Cloud Based Email ONLY for Personal Use OR as a Backup in case the Email server is down



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# RECORDS TO KEEP

- Correspondence dealing with policies, administration, personnel, projects and statistics
- **Final** travel schedules, including speaking and meeting appointments



# RECORDS TO KEEP

- Emails relating to core organization practices
- Records of meetings - emails that summarize meetings between individuals, or of ad hoc “working groups”, should be kept





# RECORDS TO DELETE

- Routine requests for materials
- Generic circulars (e.g. newsletters from other offices)
- Travel planning
  - Only final itinerary is necessary
- Temporary financial records



# RECORDS TO DELETE

- Non-SDA related reports, articles, and other material
- Routine Social Interactions or Emails about Scheduling
  - “Are you free for lunch at 1.15 or 1.30?”, “I need to change our meeting to Wednesday”, etc.
- Emails of a personal nature



# PRIORITIES FOR PRESERVATION

- Think of the archiving as the corporate memory. And treat emails like letters...
- So, you should make sure you save emails:
  - portraying beginnings, changes, endings
  - dealing with cases, events, problems, or projects, which highlight the purpose and function of the organization
  - documenting its relationship with other denominational organizations



## OTHER GUIDELINES

- Properly use the CC and BCC fields when sending Email
  - Avoid using CC to large groups
- Use “Reply to All” only in cases where appropriate
- Use Folders to Organize Email
  - Examples: Conferences, Travel, Meetings, ADCOM
- Do NOT click on links from unfamiliar senders



# METHODS TO PROMOTE EMAIL POLICY & GUIDELINES

- Schedule Periodic Staff Training
- Include in New Employee Orientation Material & Training
- Include in Employee Handbook
- Launch Awareness Campaign



# QUESTIONS



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