

FOIA

Limited discussion about the Missouri Sunshine Law.

After this discussion, more detailed questions should be directed to Paul Maguffee.

Email Archival Committee recommendation

The Committee

The email archive committee is a system-wide committee with representation from each campus and was advised by Records Management and by Counsel.

The committee developed recommendations to address these issues. The recommendations include:

- Provide tools and training to facilitate the retention of emails and IMs that are classified as “records.”
- Increase mailbox quotas to a size sufficient for employees to maintain their email within the central email system.
- Eliminate the creation of new Personal Storage Tables (PSTs) replacing PST functionality through the use of inbox subfolders.
- Develop a policy that requires the use of the University’s email and instant messaging systems when conducting University business and that requires employees to maintain **necessary** University-related emails and instant messages within the central email system.

Responses to concerns from S&T Faculty

From Stephen Gao

Q: “For instance, when we travel using our current system and cannot connect to the web, we can still go over old emails, answer them, draft new ones, and send them once we get back in connection with the internet. The new system would prohibit this in multiple ways.”

A: Users can still work off-line – this doesn’t change.

Gary Allen / Beth Chancellor

Q: “And how can it be decided that important emails cannot be archived by the user when there is no guarantee that the university will keep these available?”

A: Users still decide what’s kept and what is deleted.

Q: “And how do you organize and retrieve old emails?”

A:

- Emails that are current and/or relevant to University business will remain on the email server and can be organized in subfolders under the user’s Inbox.
- Old PSTs can be accessed through the Outlook client.
- Personal or ¹irrelevant emails can be forwarded to a personal account
- Non-current or irrelevant emails can also be moved or copied to folders on a user’s computer or on a file server and organized based on the personal preferences of the user.
- Emails considered “records” should be copied to the Records Folder for retention. This folder is still a folder that the user controls. It does not revert to the custody of Records Management.

Q: “If anything like the web-base Outlook application, the tools are just not there and it will be a slow and cumbersome task to find and retrieve older messages.”

A: This question needs further explanation

From Matt Insall

Q. “Denying me the right to archive my email messages prevents me from trying to have that capability.”

A. Nothing in the recommendation denies a users the ability to manage their email in the manner that they see fit. The only hurdle that needs to be crossed is deciding how much storage the University can afford and that also makes sense, which affects the amount of emails a given user can keep within the email system.

One significant factor in storage space, thus affecting email quotas, is file attachments. It would be helpful if files were, when possible, placed on file servers or within collaborative content management environments (such as Sharepoint) instead of attached to emails.

¹ Irrelevant means emails that are not current or relevant to the business of the University and that would not affect the new email policy. It doesn’t not imply they are irrelevant to the user.

From Maciej Zawodniok

Q. “there is no reason for preventing us from archiving our emails in any reasonable manner (campus-issues laptop, USB drive, etc.) I believe it also would be very difficult for them to legally defend such action (unless related to a "top secret" documents)”

A. Users will still maintain/archive their own email. Under specific circumstances, the University needs to have access to select emails. Those circumstances are listed in the University’s AUP. Typical reasons include:

- 1) legal processes (e-discovery, subpoena, search warrants)
- 2) open records requests
- 3) legitimate business purposes which typically means termination, death, or other reasons that and individual becomes unexpectedly unavailable.

Legal questions should be addressed to the Office of General Counsel

Q: “With regards to point 3 (Don's email), I can understand that from legal perspective the university might be required to archive all emails.”

A: The University does not intend or want to archive all emails. In fact, end-users are responsible for maintaining emails that are considered records and emails that are important to both the individual and the University (current/relevant emails).

Q. “Finally, as to forcing us to use the ONLY RIGHT SYSTEM and nothing else - coming from socialistic "Eastern Block" I get red-hot-headed.”

A. The use of outside email systems places the University at risk with respect to a variety of legal, compliance and business requirements.