

Email Policies

Email Account Policy

Fermilab will provide an email service consisting of an email account, email address and mailbox storage for all employees, as well as Guest Scientists-Retired and Scientists Emeritus. Visitors and contractors may receive, on approval of a request, an email account and email address without mailbox storage, which will be forwarded to the external email service of their choice. The service will be hosted on systems of Fermilab's choice. The policies in this document apply to mail stored in Fermilab's email service.

Each email account will have an address of the form

name@fnal.gov

where "name" is the username of the user's lab computer accounts. As a condition of use of this account, the account holder (referred to subsequently as "user") understands that Fermilab retains the right to examine the current contents of the account and monitor incoming and outgoing mail to and from these accounts. Under ordinary circumstances, however, the user's privacy will be respected.

Each employee, including Guest Scientists-Retired and Scientists Emeritus, will be provided with an email account, email address and mailbox storage. Fermilab employees must use name@fnal.gov as their work-related email address. Employees must send and receive work-related email (including all email using the name@fnal.gov address) through the designated email servers.

Normally, visitors and contractors will have external email services available at their home institutions or company. For the laboratory's convenience and on approval of a request, they may receive an email account and address, which will be forwarded to their external service. Mailbox storage is not provided for visitors or contractors. Exceptions may be granted with justification to the CIO or delegate.

Retirees, other than Guest Scientists-Retired and Scientists Emeritus, are not provided email services.

If a user transitions from one person type (employee, visitor, contractor) to another, their level of email service will change. For example, an employee who leaves the laboratory and returns as a contractor will not retain their employee mailbox storage. An exception is that Guest Scientists-Retired and Scientists Emeritus who transition to visitor will be allowed to retain their mailbox storage. Exceptions may be granted with justification to the CIO or delegate.

Email Appropriate Use Policy

The same policies (see <http://security.fnal.gov/Policies/Guidelines.htm>) governing appropriate use for any computing systems also apply to use of Fermilab email accounts. In particular, modest incidental

use is allowed, but the accounts cannot be used for illegal activities, gambling, pornography, operating a business, political advocacy, or any activities that could embarrass the laboratory.

Email Retention Policy

Fermilab Records (which require long term storage) are not kept in the email system. Lab employees are instructed by [records management procedures](#) to extract any potential records from email and move them to records management systems. Accordingly, there is no long term retention of email.

The users may delete any of their mail at any time, and Fermilab will not make any attempts to examine mail the user has been deleted. Certain types of information, such as proprietary vendor information, sensitive personnel records, PII, or security information, are subject to restrictions on storage, reproduction or distribution and such limitations still apply to email copies of this information. Other than such limitations, users may dispose of their email in any manner they desire, including deleting, transferring to local folders apart from the email server, or forwarding to other email accounts.

Email Account Retention Policy

Email accounts are tied to the existence of a valid Fermilab identity. Upon expiration of a valid identity, the account will be removed. Users will ordinarily be given adequate warning before Fermilab credentials are to expire (to give them an opportunity to renew their ID). Any email left in the account at the time the account expires will be removed from the mail servers after 30 days. Fermilab will maintain no permanent copies of any email from expired accounts, but a user who re-acquires a lab ID within the time period specified can request restoration of email. The removal of the email account means that any mail directed to this account will not be forwarded but will be returned as undeliverable. Note that retiree status or a retiree badge does NOT provide a valid Fermilab identity.

Archive Policy

Coinciding with our Email Retention Policy, Fermilab does not keep an archive of any user email accounts or mailboxes

Document Change Log

Revision	Date	Change Description	Prepared By	Approved By
v1.0	04/15/2010	Initial Version	CD Management	
V1.1	8/31/2010	Scheduling meeting	MarkL	
V1.2	10/15/2010	Div/Sec comments	MarkL/IG	
V2.0	06/06/2018	Clarify retiree entitlements & other general revisions.	MarkK	

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6/8/18

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6/13/18

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