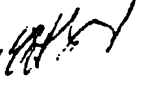




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TO: All University Employees
FROM: Emerson H. Fly 
DATE: July 14, 2000

SUBJECT: Electronic Mail Monitoring Policy; Electronic Mail As a Public Record

The Tennessee State Legislature passed legislation requiring state agencies to have a written policy on any monitoring of electronic mail communications and the circumstances under which such monitoring would be conducted. The University of Tennessee's policy may be found on the Treasurer's Office web site at Fiscal Policy 135.

The University's policy provides that computers and computer services, including e-mail and web access, are provided to employees for use in conducting authorized University business. The University reserves the right to preserve or inspect for business reasons any information transmitted through or stored on its computers, including electronic mail communications. Business reasons include, but are not limited to, violation of the University's policies on computer use, other university policies, and state or federal laws.

Electronic mail sent or received on a University computer is stored and may be retrieved. Therefore, employees' e-mail may be a public record under the Tennessee Public Records Act, subject to inspection by residents of Tennessee.

EHF:AMW:jld