

Salt Lake City Corporation Electronic Mail Policy

General Examples

(Suggested List – Not All Inclusive)

Also see **General Examples**

Other Items *(personal and routine correspondence – these may be deleted when the user's need for them has expired)*

- Jokes
- Personal correspondence
- Thank you's
- Acceptance of attendance at staff meetings
- Distributed copies of minutes of meetings
- Notification of training for the Performance Impact System (HR)
- Interdepartmental communication for the sole purpose of general information, housekeeping items, general notifications (i.e. new telephone / cell numbers)
- Meeting announcements, invitations, and acceptances
- Notice of auctions
- Notification of city sponsored activities
- Personnel requests for specific information regarding city benefits
- Safety tips
- Responses to technical computer issues
- Time off requests
- Training scheduling

Program / Policy Items *(business-related messages that provide substantive information about city functions, policies, procedures, or programs; discussions and decisions made regarding city interests – these must be saved)*

- Posting of original minutes of meetings
- Contract negotiations / definitions of terms
- Project status
- Correspondence concerning city policy
- Communications regarding city vendors, training, equipment, and other city resources
- Computer program change
- Communications regarding contract follow up with the purchasing division and / or vendors
- Customer complaints (i.e. lack of city response, inaccurate information, email instead of personal contact, etc.)
- Interdepartmental request for action (i.e. reassessment)
- Intra-citywide personnel notifications from Human Resource of policy, benefits, processes, training, labor contracts, and procedures
- Requisition for new equipment / capital assets
- Vehicle maintenance status, inspections, registrations, repairs and preventative maintenance reports
- Budget / financial operating costs requests for information, notification, status, updates

Confidential Items *(e-mails that contain sensitive or confidential information regarding city interests – these must be saved)*

- Confidential matters subject to the public officer communication privilege under Utah Code Section 78-24-8 (5).
- Personnel matters that identify social security numbers, dates of birth, medical information, and drug testing results
- Original grievance details, notification, and subsequent action
- Matters subject to the attorney-client privilege

Note: If you are not sure whether to save or not, **SAVE**.

Salt Lake City Corporation Electronic Mail Policy

Airport Authority **(Suggested List – Not All Inclusive)**

Also see General Examples

Other Items (*personal and routine correspondence – these may be deleted when the user's need for them has expired*)

- Meeting schedules
- Requests for Airport information
- Statistics gathering

Program / Policy Items (*business-related messages that provide substantive information about city functions, policies, procedures, or programs; discussions and decisions made regarding city interests – these must be saved*)

- Interdepartmental subsequent decisions resulting from open discussions or planning meetings
- Notification of proper processes, procedures, policies for the protection and use of city property
- Request for placement on vendor interest list

Confidential Items (*e-mails that contain sensitive or confidential information regarding city interests – these must be saved*)

- Fitness for duty
- Police reports

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Salt Lake City Corporation Electronic Mail Policy

Attorney: Legal / Prosecutors / Risk Management **(Suggested List – Not All Inclusive)**

Also see General Examples

Other Items (*personal and routine correspondence – these may be deleted when the user's need for them has expired*)

- Jokes
- Notification of staff meetings
- Acceptance of attendance at staff meetings
- Lunch appointment arrangements

Program / Policy Items (*business-related messages that provide substantive information about city functions, policies, procedures, or programs; discussions and decisions made regarding city interests – these must be saved*)

- Circulation of municipal bond documents and schedules
- Discussions about trying to bring a convention to the city
- List of provisions to include in a city contract
- List of persons appointed to a city committee

Confidential Items (*e-mails that contain sensitive or confidential information regarding city interests – these must be saved*)

- Discussion about information presented in a closed meeting of the city council
- Formal legal opinions
- Informal legal advice
- Litigation strategy discussions
- Personnel / discipline matters
- Risk analysis
- Open claim files
- Minutes of meetings in which legal advice was given
- Research emails
- Draft ordinances

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Salt Lake City Corporation Electronic Mail Policy

Community & Economic Development **(Suggested List – Not All Inclusive)**

Also see General Examples

Other Items (*personal and routine correspondence – these may be deleted when the user's need for them has expired*)

- Meeting schedules

Program / Policy Items (*business-related messages that provide substantive information about city functions, policies, procedures, or programs; discussions and decisions made regarding city interests – these must be saved*)

- City process identification review and changes
- Interdepartmental / division requests for specific project assistance
- Violation of city policy / notification to proper department or division
- General distribution of city process identification review and changes

Confidential Items (*e-mails that contain sensitive or confidential information regarding city interests – these must be saved*)

- Personnel matters that identify social security numbers, dates of birth, medical information, and drug testing results

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Salt Lake City Corporation Electronic Mail Policy

City Council

(Suggested List – Not all Inclusive)

Also see General Examples

Other Items *(personal and routine correspondence – these may be deleted when the user's need for them has expired)*

- Drafts of City Council staff reports or memoranda reviewed for comment by the Administration.

Program / Policy Items *(business-related messages that provide substantive information about city functions, policies, procedures, or programs; discussions and decisions made regarding city interests – these must be saved)*

- Final drafts of City Council staff reports or memoranda released to the City Council, the Administration, and the public. (Final drafts are posted on the City Council web site.
- E-mail information provided by the Administration in answer to City Council Members' or staff inquiries in researching an issue.
- E-mail exchanges between the Mayor and the City Council when pertinent to a Salt Lake City issue.
- E-mails from constituents to the City Council office when commenting on public issues.

Confidential Items *(e-mails that contain sensitive or confidential information regarding city interests – these must be saved)*

- Tax information regarding businesses or individuals.

Note: If you are not sure whether to save or not, **SAVE**.

Salt Lake City Corporation Electronic Mail Policy

Fire Department **(Suggested List – Not All Inclusive)**

Also see **General Examples**

Other Items (*personal and routine correspondence – these may be deleted when the user's need for them has expired*)

- Time off requests
- Training scheduling

Program / Policy Items (*business-related messages that provide substantive information about city functions, policies, procedures, or programs; discussions and decisions made regarding city interests – these must be saved*)

- Internal communication regarding specific department information, notifications, research results, investigations (could also be confidential depending on content), etc.
- Interagency communications regarding specific department information, notifications, research results, investigations (could also be confidential depending on content), etc.

Confidential Items (*e-mails that contain sensitive or confidential information regarding city interests – these must be saved*)

- Interagency communications regarding on-going investigative research
- Personnel grievance, medical information, personal information of investigator
- Specific investigation information, on-going research, results, actions

Note: If you are not sure whether to save or not, **SAVE**.

Salt Lake City Corporation Electronic Mail Policy

Mayor

(Suggested List – Not All Inclusive)

Also see General Examples

Other Items (*personal and routine correspondence – these may be deleted when the user's need for them has expired*)

- Meeting announcements, invitations, and acceptances
- Notification of city sponsored activities
- Personnel requests for specific information regarding city benefits

Program / Policy Items (*business-related messages that provide substantive information about city functions, policies, procedures, or programs; discussions and decisions made regarding city interests – these must be saved*)

- Citizen comments and requests
- Community affairs
- Correspondence with city council
- Temporary delegation of authority
- CATs (Community Action Teams) issues and matters
- Walkable Communities
- Police Issues and matters
- Traffic Calming
- Parks & Open Space
- Animal Services issues and matters
- Health Department issues and matters
- Neighborhood Cleanup
- Planning Issues and matters
- Budget (CDBG, CIP, etc.)
- Railroads issues and matters
- University issues and matters
- Policies and Procedures relating to SL Community Councils

Confidential Items (*e-mails that contain sensitive or confidential information regarding city interests – these must be saved*)

- Future city policies and processes
- Future economic advantages
- Personnel matters that identify social security numbers, dates of birth, and medical information.
- Discussion about information presented in a closed meeting of the city council
- Litigation strategy discussions
- Personnel / discipline matters
- Risk analysis
- Minutes of meetings in which legal advice was given
- Research emails
- Draft ordinances

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Salt Lake City Corporation Electronic Mail Policy

Management Services **(Suggested List – Not All Inclusive)**

Also see General Examples

Other Items *(personal and routine correspondence – these may be deleted when the user's need for them has expired)*

- Electronic notifications of pending and approved requisitions
- Electronic notifications to external sources of weekly job postings
- General distributions of news articles, new technology, Gartner report information, etc.
- PEID (Person Entity ID) number requests and confirmations
- Questions on AOC reports
- Response to computer problems
- Security notices distributed for general information and notification
- Time off requests

Program / Policy Items *(business-related messages that provide substantive information about city functions, policies, procedures, or programs; discussions and decisions made regarding city interests – these must be saved)*

- External sources confirmation of support and / or maintenance agreement terms and conditions
- Interdepartmental original requisitions for Infrastructure purchases
- Interdepartmental Electronic Requests for Proposal (RFP)
- Interdepartmental specific communication regarding vendors (i.e. requests for disciplinary action, requests for contract termination, requests for additional vendors, etc.)
- Interdepartmental subsequent decisions resulting from open discussions of minutes of meetings
- Labor contract processing (i.e. personnel changes between series)
- Notification of personnel selection
- Subdivision property assessments requests for information related to city GIS program and responses
- Supplier registration requests and confirmations
- Vendor requests to be placed on city's Bidder List for goods and services
- Bonding communication status, notification, and information requests

Confidential Items *(e-mails that contain sensitive or confidential information regarding city interests – these must be saved)*

- Personnel matters that identify social security numbers, dates of birth, medical information, and drug testing results
- Interdepartmental and external sources on-going bid process communications
- Job application listing of certified applicants for personnel interviews
- Purchase quotes from vendors (until the order is placed by the city)

Note: If you are not sure whether to save or not, **SAVE**.

Salt Lake City Corporation Electronic Mail Policy

Police Department **(Suggested List – Not All Inclusive)**

Also see General Examples

Other Items (*personal and routine correspondence – these may be deleted when the user's need for them has expired*)

- New hire information
- State log-on requests
- Time off requests
- Training scheduling

Program / Policy Items (*business-related messages that provide substantive information about city functions, policies, procedures, or programs; discussions and decisions made regarding city interests – these must be saved*)

- AIMS access requests
- Computer program change
- Department procedure
- Preliminary requests for background checks
- Secure publications, digests, and articles
- Procedural issues
- Response to employee requests for personal information
- Statute identification

Confidential Items (*e-mails that contain sensitive or confidential information regarding city interests – these must be saved*)

- Disciplinary actions with personnel
- Results of background checks

Note: If you are not sure whether to save or not, **SAVE**.

Salt Lake City Corporation Electronic Mail Policy

Public Services **(Suggested List – Not All Inclusive)**

Also see General Examples

Other Items (*personal and routine correspondence – these may be deleted when the user's need for them has expired*)

- Notice of auctions
- Request for key fobs and security cards

Program / Policy Items (*business-related messages that provide substantive information about city functions, policies, procedures, or programs; discussions and decisions made regarding city interests – these must be saved*)

- Building maintenance (i.e. roof repairs)
- Complaints
- Equipment maintenance (i.e. building)
- External sources electronic notifications of service or goods pricing changes
- Interdepartmental / intra-citywide distribution of notification of vendor or external resources of services and goods pricing changes
- Notice of equipment failure
- Notification of condition of city owned property
- Project documentation
- Surveys

Confidential Items (*e-mails that contain sensitive or confidential information regarding city interests – these must be saved*)

- Personnel matters that identify social security numbers, dates of birth, and medical information

Note: If you are not sure whether to save or not, **SAVE**.

Salt Lake City Corporation Electronic Mail Policy

Public Utilities

(Suggested List – Not All Inclusive)

Also see General Examples

Other Items *(personal and routine correspondence – these may be deleted when the user's need for them has expired)*

- Personal items – non work
- Notification of vendor price changes
- PEID (Person Entity ID) number requests and confirmations
- Time off requests
- General distributions of news articles, new technology, or other articles
- Notice of auctions
- Request for security cards
- Lunch Appointment arrangements
- Notifications of staff or other meetings
- Statistic gathering or gathering of information which is not tied to litigation
- Notification of purchasing approval or HR approval

Program / Policy Items *(business-related messages that provide substantive information about city functions, policies, procedures, or programs; discussions and decisions made regarding city interests – these must be saved)*

- Correspondence related to city policy
- Correspondence related to service connection or construction projects
- Subdivision specification and approval
- Bonding correspondence
- Budget changes or requests
- Customer complaints
- Water, sewer, or storm water maintenance issues
- Request for mapping or GIS information
- Notification of personnel selection
- Purchase quotes from vendors
- Issues related to city property
- Procurement issues
- Correspondence dealing with the State of Utah
- Correspondence with water, sewer, or storm water national or local agency
- Correspondence directed to the Director or Deputy Director requiring approval
- Safety Issues
- Correspondence with city personnel pertaining to purchases and maintenance contracts
- GRAMA requests

Confidential Items *(e-mails that contain sensitive or confidential information regarding city interests – these must be saved)*

- Personnel / discipline matters
- All items in litigation or could become a litigation issue
- Formal legal opinions
- Water Rights or water ownership issues
- Claims against the city
- Draft ordinances
- Informal legal opinions
- Results of background checks

Note: If you are not sure whether to save or not, **SAVE**.

Salt Lake City Corporation Electronic Mail Policy

Redevelopment ***(Suggested List – Not All Inclusive)***

Also see General Examples

Other Items *(personal and routine correspondence – these may be deleted when the user’s need for them has expired)*

Program / Policy Items *(business-related messages that provide substantive information about city functions, policies, procedures, or programs; discussions and decisions made regarding city interests – these must be saved)*

Confidential Items *(e-mails that contain sensitive or confidential information regarding city interests – these must be saved)*

Note: If you are not sure whether to save or not, ***SAVE***.