



City of West Allis Matter Summary

7525 W. Greenfield Ave.
West Allis, WI 53214

File Number	Title	Status
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R-2010-0007 Resolution **Introduced**

Resolution Relative to Revising the E-Mail Record Retention Policy and the Miscellaneous Information Services Items Policy for Inclusion in the City of West Allis Policies & Procedures Manual.

Introduced: 1/5/2010

Controlling Body: Administration & Finance Committee

COMMITTEE RECOMMENDATION *adopt*

ACTION DATE:
JAN - 5 2010

MOVER	SECONDER	
_____	_____	Barczak
_____	_____	Czaplewski
<i>X</i>	_____	Kopplin
_____	_____	Lajsic
_____	_____	Narlock
_____	<i>X</i>	Reinke
_____	_____	Roadt
_____	_____	Sengstock
_____	_____	Vitale
_____	_____	Weigel

AYE	NO	PRESENT	EXCUSED
<i>✓</i>			
<i>✓</i>			
<i>✓</i>			
<i>✓</i>			
<i>✓</i>			

TOTAL

5

SIGNATURE OF COMMITTEE MEMBER

Krist E. Kopplin

Chair Vice-Chair Member

COMMON COUNCIL ACTION

ADOPT

ACTION DATE:
JAN - 5 2010

MOVER	SECONDER	
_____	_____	Barczak
<i>✓</i>	_____	Czaplewski
_____	_____	Kopplin
_____	_____	Lajsic
_____	_____	Narlock
_____	_____	Reinke
_____	_____	Roadt
_____	<i>✓</i>	Sengstock
_____	_____	Vitale
_____	_____	Weigel

AYE	NO	PRESENT	EXCUSED
<i>✓</i>			
<i>✓</i>			
<i>✓</i>			
<i>✓</i>			
<i>✓</i>			
<i>✓</i>			
<i>✓</i>			
<i>✓</i>			
<i>✓</i>			
<i>✓</i>			

TOTAL

10



City of West Allis

7525 W. Greenfield Ave.
West Allis, WI 53214

Resolution

File Number: R-2010-0007

Final Action:

JAN - 5 2010

Resolution Relative to Revising the E-Mail Record Retention Policy and the Miscellaneous Information Services Items Policy for Inclusion in the City of West Allis Policies & Procedures Manual.

WHEREAS, Policy No. 1313, E-Mail Record Retention Policy, was originally included in the City of West Allis Policies & Procedures Manual on February 6, 1998, and Policy No. 1309, Miscellaneous Information Services Items Policy, was originally included in the Policies & Procedures Manual on January 1, 1998; and,

WHEREAS, it is necessary to revise said policies at this time to update the policies consistent with the City's practices.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of West Allis that Policy No. 1313, E-Mail Record Retention Policy, and Policy No. 1309, Miscellaneous Information Services Items Policy, be approved as presented in the attached restatements.

BE IT FURTHER RESOLVED that the City Administrative Officer, Clerk/Treasurer is authorized and directed to include Policy No. 1313 and Policy No. 1309 in the City of West Allis Policies & Procedures Manual and distribute said policies to all departments, divisions and offices.

ATTR-Resolution-EMailRecordRetentionPolicy

ADOPTED

JAN - 5 2010

Paul M. Ziehler, City Admin. Officer, Clerk/Treas.

APPROVED

1/8/10

Dan Devine, Mayor

1.0 PURPOSE:

The purpose of this policy is to emphasize that certain types of e-mail as defined in Wis. Stats. §19.32(2) are public records. The same rules which apply to record retention and disclosure for other city documents apply to such records.

2.0 ORGANIZATIONS AFFECTED:

This policy applies to all City of West Allis departments, divisions, offices, boards, commissions, committees and City employees.

3.0 POLICY:

It is the policy of the City to follow this set of procedures for e-mail record retention.

4.0 REFERENCES:

Wis. Stats. §§16.612, 19.21 et. seq., 19.32 and 19.33.

5.0 PROCEDURES:

5.1 NATURE OF E-MAIL RECORDS

As a general rule, e-mail is a public record whenever a paper message with the same content would be a public record. See Wis. Stats. §19.32(2) for definition of a record.

5.2 COMPONENTS OF AN E-MAIL RECORD

The e-mail record is defined to include the message, the identities of the sender and all recipients, the date, and any non-archived attachments to the e-mail message. Any return receipt indicating the recipient received the message is also considered to be part of the record.

5.3 SAVING AND INDEXING E-MAIL RECORDS

The City of West Allis archives all external emails to and from employees and all internal emails sent between employees. All emails will be archived for a period of seven years. The Legal Custodian of an e-mail record bears the responsibility for determining whether or not a particular archived e-mail record is a public record.

5.4 USING THE CITY'S OFFICIAL EMAIL SERVER

Web based private email services, such as Google mail, Yahoo, MSN, AOL, etc., are not archived. Use of these services for City business is strictly prohibited.

5.5 RESPONSIBILITIES FOR E-MAIL RECORDS MANAGEMENT

5.5.1 Legal Custodian. E-mail records of a City authority having custody of records shall be maintained by the designated Legal Custodian, pursuant to City policy.

5.5.2 Information Technology Manager. Email is retained in a database and is the responsibility of the Information Technology Manager (ITM) to provide technical support for the Legal Custodian as needed. When equipment is updated, the ITM shall ensure that the ability to reproduce e-mail in a readable form is maintained. The ITM shall assure that e-mail programs are properly set up to archive e-mail.

5.6 PUBLIC ACCESS TO E-MAIL RECORDS

If a Department receives a request for release of an e-mail public record, the Legal Custodian of the record shall determine if it is appropriate for public release, in whole or in part, pursuant to law, consulting the City Attorney's Office, if necessary. As with other records, access to or electronic copies of disclosable records shall be provided within a reasonable time.

5.7 EMPLOYEE ACCESS TO ARCHIVED EMAILS

Employees may access and read their archived email at any time. Should it become necessary, for business reasons, to access another employee's archived email, permission must be obtained from that employee's Department Head who, in turn, after consulting and receiving approval from the City Attorney's Office, must complete an email archive search request for submission to the ITM.

5.8 VIOLATION

Employees violating this policy are subject to discipline up to and including dismissal. In addition, violations of this policy may be referred for civil and/or criminal prosecution, where appropriate.

1.0 PURPOSE:

To describe operating guidelines for information technology matters.

2.0 ORGANIZATIONS AFFECTED:

This policy applies to all City of West Allis departments, divisions and offices.

3.0 POLICY:

It is the policy of the City to prescribe operating guidelines for efficient delivery of information technology.

4.0 REFERENCES:

None.

5.0 PROCEDURES:

5.1 RESPONSIBILITY

The Information Technology Division (IT Division) shall be responsible for the following specified items.

5.1.1 Centrally managing all hardware and software usage.

- 1.) Department's request for new or upgraded hardware and software; IT Division reviews and approves requests; Purchasing Division acquires items.
- 2.) Old hardware shall be returned to IT Division for redistribution, if possible. The IT Division shall return obsolete or unused hardware to the Purchasing Division for disposition.
- 3.) Only licensed, authorized software will be permitted on any computers.
- 4.) The IT Division will maintain inventory of all hardware and software.
- 5.) All network software and AS400 programs shall be fully documented.
- 6.) The IT Division will maintain and periodically change user profiles and passwords.

- 7.) User passwords must meet the industry's criteria of a strong password.
- 8.) Any user giving out their password to any other user (other than their Department/Division Head as may be required per Department/Division policy) may lose their network privileges.
- 9.) All users must practice "safe" computing to avoid infecting their systems. The IT Division will provide training for "safe" internet surfing. Users who repeatedly infect their computers with viruses, malware, spyware, etc., by downloading software or by visiting corrupt sites, may lose computer access rights as determined by their Department Head and the IT Manager.

5.1.2 The IT Division will maintain a contractual relationship with technical support vendors to aid in maintenance and troubleshooting.

5.1.3 The City of West Allis will maintain a website on the Internet.

- 1.) Departments/Divisions shall submit information to the IT Division weekly, or as necessary, for updates.
- 2.) The IT Division will maintain the website.