

**3344-7-06 Public record and privacy.**

- (A) Any work-related e-mail sent by a faculty member or staff from CSU or residing on CSU e-mail servers may be considered a public record under the Ohio public records act and may be subject to disclosure. (Refer to “public record” as defined in section 149.43 of the Revised Code)
- (B) CSU does not monitor the content of e-mail as a routine business practice. The university reserves the right to inspect, copy, store, or disclose the contents of e-mail messages when:
- (1) Required to comply with the law;
  - (2) Ordered to do so by a court of law;
  - (3) Ordered to do so pursuant to a subpoena or other legally enforceable order;
  - (4) The e-mail or computer file is a “public record” as defined in section 149.43 of the Revised Code and once CSU receives a valid public records request, CSU shall search computer and e-mail files, as required by the public records law. The faculty or staff member shall be informed, in advance, of such a search;
  - (5) The university has reasonable cause to believe that a “litigation hold” is necessary based upon knowledge of university office of general counsel of the presentment of a claim or of a potential cause of action which has an impact on the university;
  - (6) In the normal operation and maintenance of the university’s computer facilities, staff of the information services and technology department (or their staff analogues in other units of the university) inadvertently open or otherwise briefly access an e-mail message or computer file;

- (7) Emergency entry is necessary to preserve the integrity of the university's computer and network facilities or to preserve public health and safety;
- (8) Co-workers and/or supervisors need to access an employee's e-mail account used for university business when that employee is absent or unavailable; or
- (9) The university has reasonable cause to believe that there has been a violation of the law or university policy

**Policy Name:** Public record and privacy.

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**Effective:** 6/20/2014

**Replaces:** N/A

**Prior effective dates:** N/A