

3344-7-10 Disposition of personal e-mail on the university's e-mail system after an employee, current student or retiree's death.

- (A) Except for CSU e-mail accounts assigned to students, all e-mail messages contained in an e-mail account provided by the university are the property of the university and, therefore, the taxpayers of the state of Ohio. As such, they are subject to the requirements of the Ohio public records act and the university's records retention program and may not be available to an employee or retiree's estate after death.
- (B) Requests for the e-mail of a deceased student shall be considered when accompanied by a notarized statement from the executor, administrator, or next of kin of the deceased approving the release of the e-mails.

Policy Name: Disposition of personal e-mail on the university's e-mail system after an employee, current student or retiree's death.

Policy Number: 3344-7-10

Board Approved: 5/20/2014

Effective: 6/2/2014

Replaces: N/A

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