



Request for City Council Committee Action from the City Clerk

Date August 9, 2005
To Ways and Means/Budget Committee

Subject: Electronic Communication Policy

Recommendation: Approval of the revised Electronic Communication Policy and Receive and File of the attached procedures.

Previous Directives: The Council passed the original Electronic Communication Policy January 12, 1999.

Prepared by: The interdepartmental electronic communications team:

Attorney: Carol Bachun

BIS: Sybil Luft and Deb Parker

City Clerk: Merry Keefe and Craig Steiner

Human Resources: Pam French and Ilena Lonetti

Submitted by City Clerk Merry Keefe x3765

Presenters in Committee: Merry Keefe and Sybil Luft

Policy Review Group (PRG): Approved on August 2, 2005

Financial Impact: Action is within current department budget

Community Impact: City Goals: Effective and efficient government

Background Information

The purpose of this revision is to

- address additional issues of employees' use of the city's electronic communications,
- reorganize the text to achieve greater clarity and
- format the policies and procedures to conform to the city's new Policy on Policies for the Policy Library on CityTalk.

The following changes provided clarity and standard formatting:

1. Added a Purpose and Scope summary at beginning of document (pg. 1, I.)
2. Reorganized text and created sections (I-VII).
3. Distinguished between policy statements and procedures so that the policy could only be changed by the council and procedures could be developed and modified by the departments (BIS and City Clerk).
4. Embedded electronic links in policies to related procedures (e.g., pg. 4-D-1-c; pg. 5-3&4).
5. Established format for procedure documentation.
6. Clarified acceptable/unacceptable use (Pg. 4, D.)
7. Enhanced network security requirements.
8. Defined records classification and retention requirements.
9. Clarified that BIS/Unisys backup tapes are only intended for disaster recovery and not for archival or records retention purposes (pg. 7, C.).
10. Identified and outlined roles and responsibilities (pg. 11-13).