



## Northern Colorado Rod & Gun Club (NCRGC) Corporate Email Usage Policy

### Summary of Revisions

Document authored by the NCRGC Treasurer on March 18, 2021

Approved by the NCRGC Board of Directors on May 20, 2021

### Scope

This policy applies to the NCRGC (Club), NCRGC Executive Board (Officers), NCRGC Board of Directors (Directors), and contractors (e.g., Member Services Coordinator) who use the Club's corporate email.

### Purpose

The policy set forth in this document establishes the Club standards for using corporate email. These standards are needed to minimize the Club's legal liability, comply with privacy laws and governmental regulations, facilitate the legal discovery process, improve organizational efficiency and effectiveness, establish information audit trails, reduce the likelihood of information loss, prevent unauthorized access to information, reinforce organizational control over electronic traffic, preserve institutional memory and history, and assist in training volunteers and contractors.

### Corporate Email Accounts

The following corporate email accounts will be established and maintained by the Board of Directors and Contractor:

#### Board of Directors

- President ([president@ncrgc.org](mailto:president@ncrgc.org))
- Vice President ([vicepresident@ncrgc.org](mailto:vicepresident@ncrgc.org))
- Treasurer ([treasurer@ncrgc.org](mailto:treasurer@ncrgc.org))
- Secretary ([secretary@ncrgc.org](mailto:secretary@ncrgc.org))
- Range Master ([rangemaster@ncrgc.org](mailto:rangemaster@ncrgc.org))
- At Large 1 ([atlarge1@ncrgc.org](mailto:atlarge1@ncrgc.org))
- At Large 2 ([atlarge2@ncrgc.org](mailto:atlarge2@ncrgc.org))
- At Large 3 ([atlarge3@ncrgc.org](mailto:atlarge3@ncrgc.org))
- Shooting Discipline Chairs ([nameofdiscipline@ncrgc.org](mailto:nameofdiscipline@ncrgc.org))

#### Contractor

- Member Services Coordinator ([msc@ncrgc.org](mailto:msc@ncrgc.org))

The Board of Directors and Contractor will transfer their corporate email account to their successor prior to leaving office to provide continuity of operations.

## Corporate Email Forwards

A limited number of corporate email forwards will be maintained, as follows:

- [bod@ncrgc.org](mailto:bod@ncrgc.org) (forwards to all Board members)
- [membership@ncrgc.org](mailto:membership@ncrgc.org) (forwards to the Membership Committee)
- [rso@ncrgc.org](mailto:rso@ncrgc.org) (forwards to all RSOs in the Club)
- [webmaster@ncrgc.org](mailto:webmaster@ncrgc.org) (forwards to the Webmaster)
- [facebook@ncrgc.org](mailto:facebook@ncrgc.org) (forwards to the Vice President)
- [safety@ncrgc.org](mailto:safety@ncrgc.org) (forwards to the Chief Range Safety Officer)
- Etc.

## What to Keep

Email messages, sent and received, are evidence of the Club's decisions, business transactions, and activities, and thus are official records. For email sent by the Club, the record copy of an email is usually the creator's original message. When an email is received by the Club, the record copy is usually the one received by the primary addressee. In cases when email has been replied to multiple times, the record copy is usually the last one if all the previous messages are included. The content of an electronic communicate determines its status, just as it does when the communication is transmitted on paper. A complete copy of names and email addresses for group distribution lists should be retained for legal and historical purposes. Metadata is considered part of the record.

Affirmative answers to the following tests indicate that an email is a record:

- Proves a business-related event or activity did or did not occur;
- Demonstrates a transaction;
- Identifies who participated in a business activity or had knowledge of an event;
- Has legal or compliance value;
- Supports facts you claim to be true, since the person with direct knowledge of the facts is not able to testify.
- Addresses a topic specifically covered by law or regulation.

Examples of email that could be considered records include:

- Agendas and meeting minutes including the committees and Board of Directors
- Appointment calendars of executive-level appointments and activities
- Business transaction documentation
- Correspondence related to official business communications at the executive level to and from others inside and outside the organization
- Distribution list member names and email addresses for each list
- Documentation of Club decisions and operations
- Drafts of documents circulated for comment or approval
- Final reports or recommendations
- Grant proposals, approvals, reports
- Legal and financial records
- Organizational charts
- Policy, program, and procedure directives issued by the Club's executive level that address operations, key functions, mission goals, or issues of public interest such as manuals, bulletins, orders, rules, directives, policy statements

- Press releases
- Transmittal e-mails – messages containing no substantive information that are sent only to provide attachments. Because the authenticity of an email requires retention of its metadata (the transmission data), transmittals may supply a key part of the record
- Work schedules and assignments

## **How Long to Keep**

The Club will keep records based on its mission and legal, financial, and regulatory requirements. When making retention decisions, the Officers and Member Services Coordinator will sort types of information into three categories – no value, limited value, and enduring value.

*Category 1 – Email messages of no value. Retain: 0 – 30 days*

Examples: SPAM, personal, electronic copies that have been printed out with metadata, messages to/from distribution lists not business related, copies of publications, routine requires for information and publications, information (e.g., holiday closings), copies of internal messages if the recipient is not the primary addressee.

*Category 2 – Email messages with limited value. Retain: Indefinitely*

Examples: Reference use (delete when no longer needed). Legal use (until litigation is settled and appeal time expires). Administrative use (delete after 3 years).

*Category 3 – Email messages with enduring value. Retain: Permanently*

Examples: See above section titled “What to Keep”

## **Email Guidelines**

### Initiating email:

- Limit use of email to official business
- Write in formal style, using salutations
- Use a closing signature consisting of your name, title, organization, address, telephone number, and email address. Most email programs provide an option for entering this information once for automatic attachment to all outgoing email.
- Always use the spelling and grammar check feature and proofread for errors.
- Use the subject line.
- When replying to a message, always put your response at the top of the sender’s email.
- Keep messages brief and to the point.
- Be considerate of other people’s time by not answering emails simply to say “I agree” or “Thanks” unless it is important to let the sender know you received the message.
- Use blind copies judiciously and be aware that recipients could inadvertently “reply to all” including the person who received the blind copy.
- If confidential information must be sent via email, consider encrypting or marking as confidential.
- Use industry-standard passwords. Do not write down your password and do not give it to others.

#### Managing, organizing, saving email:

- Handle each email only once.
- Delete immediately after reading any emails that are not considered records.
- File those that are records immediately after reading.
- Use clearly defined file and folder names.
- Regularly move email no longer needed for active projects from the Inbox to folders.
- Unless instructed otherwise, save email on a drive that will be automatically captured in regular server backups (e.g., Webmail or Google Drive).
- If you will not be checking your email for a few days, set up an “out of office” automatic reply feature.
- Any email transmitting an attachment that is considered a record should be retained in order to show that the attachment was sent, to whom, and when.
- Do not open attachments unless you are expecting them as viruses are often transmitted that way.
- Regularly run anti-virus programs.
- Log off when you will be away from your computer for more than a few minutes and at the end of the day.

#### Email etiquette:

- Although humor or sarcasm will rarely, if ever, be part of a business e-mail, if you include either, identify it as such. Remember that one person’s joke may be another’s humiliation and could cause personnel action against you or a lawsuit.
- Avoid emotional responses. Give yourself at least several hours to calm down after receiving an upsetting email before you respond. Compose and save your reply as a Draft, then edit and send after reflection.
- Do not forward or quote messages without permission of the author.

#### Unacceptable E-mail Use:

- Email with content or links that are threatening, obscene, repeated and unwanted, harassing, and/or racially, sexually, or ethnically offensive
- Email with content that slanders, libels, or defames anyone
- Emailing software programs, audio, or video files from the Internet unless required for your Club position.
- Fraudulent email
- Chain letters
- Sending corporate-related information to unauthorized recipients
- Sending or receiving software or other products outside of licensing agreements
- Using your company’s email for personal use (including political, social, religious, recreational, financial gain)
- Using ListServes or other discussion groups that are not Club related
- Unauthorized access of someone else’s computer or mailbox
- Revealing confidential business information
- Interfering with or attempting to interfere with others’ access to computer use or in any other way to damage the Club (including launching computer viruses, worms, or engaging in criminal activity)
- Using e-mail for illegal or unethical activities