



LARAMIE COUNTY GOVERNMENT

TITLE Email and Instant Messaging	APPROVAL DATE 07/01/2003
SECTION Computer Systems	REVISION DATE 12/20/2016

Email

Laramie County, State of Wyoming, and University of Wyoming e-mail are the only e-mail systems authorized for use on equipment owned by Laramie County or for County business. Incidental and occasional personal use of County e-mail is permitted. However, employees, should be aware that these messages will be treated the same as business messages, subject to review at any time without notice, and that such messages may be subject to disclosure as public records. Employees should not expect privacy in the use of County computers, computer systems or email. Absent express supervisory approval, employees should not use their personal email accounts to conduct official County business.

Under the Wyoming Public Records Act all email on an employee's Laramie County account is subject to public disclosure. Employees should be aware all emails sent or received on County email accounts is not private and may be disclosed to the public

Retention of Laramie County e-mail effective two years after the policy is approved is on a 24 month rolling calendar unless a change is recommended by an Elected Official or Department Head for their department and approved by the County Attorney's office for an exception based on legal requirements.

Instant Messaging

Laramie County prohibits the download and use of instant messaging other than County managed instant messaging systems on County owned equipment.