
Purpose:

To provide for compliance, security, and efficient support services when conducting University of Florida business via electronic mail.

Scope:

This policy applies to all electronic mail sent or received in the scope of employment at the university, or with the intention to conduct university business.

Policy:

All employees of the University of Florida must use a university provided or approved electronic mail service when conducting University business via electronic mail.

- University of Florida electronic mail may not be automatically forwarded to a non-university provided or approved service.
- University of Florida business must be conducted using an assigned ufl.edu email address.
- Emails on the university mail system have the following default retention settings:
 - Inbox and Sent Items: 3 years from creation or receipt
 - Deleted Items: Purged after 30 days

Responsibilities:

1. All University of Florida faculty and staff are responsible for compliance with this policy.

Authority:

UF Regulation 1.0102 Policies on Information Technology and Information Security

Policy: Electronic Mail



References:

University of Florida General Record Schedule with cross reference 7/2012