

**3344-7-04 CSU e-mail accounts.**

- (A) Information services and technology (“IS&T”) at CSU is the owner of the centralized e-mail directory and provides for creation, management, and distribution of CSU e-mail accounts.
- (B) Faculty and staff are not permitted to automatically redirect their CSU e-mail account to a non-CSU external (private) e-mail address/account (e.g. yahoo.com, gmail.com, mail.com, etc.) Individual e-mail messages may be forwarded manually to a non-CSU external (private) e-mail address/account. As a public institution of the state of Ohio, CSU shall comply with the Ohio public records act, which provides that an e-mail created by, received by, or coming under the jurisdiction of a public office that serves to document the organization, functions, policies, decisions, procedures, operations or other activities of the university, is a public record. The university shall have access to its records and shall be able to respond to public records requests under the Ohio public records act. (See rule 3344-7-06 of the Administrative Code.)
- (C) Students may forward their CSU e-mail account to a non-CSU external (private) e-mail address/account, but any student-user who does so expressly assumes all responsibility for delivery beyond the @csuohio.edu domain.

**Policy Name:** CSU e-mail accounts.

**Policy Number:** 3344-7-04

**Board Approved:** 5/20/2014

**Effective:** 6/2/2014

**Replaces:** N/A

**Prior effective dates:** N/A