

Electronic Mail Management Standards

- I) E-mail Signature Block - All messages sent outside the State of Wyoming e-mail system will have at least the following user data as an e-mail signature:
 - 1) Full name
 - 2) Title
 - 3) Agency name
 - 4) "State of Wyoming"
 - 5) Phone number, with area code and extension

- II) Disclaimer – At a minimum, the following disclaimer will appear on all messages sent outside the State of Wyoming e-mail system:
 - 1) E-Mail to and from me, in connection with the transaction of public business, is subject to the Wyoming Public Records Act and may be disclosed to third parties.

- III) Backup of e-mail data – Data from the e-mail system written to backup media will be retained for two weeks. Only data backed up within the preceding two-week period can be restored from backup media.

- IV) Limiting Storage Capacity on the e-mail system
 - A) The total standard mail box size limit will be placed at 150 megabytes. Additional storage up to 1 gigabyte may be purchased at rates determined by the Information Technology Division.
 - B) Once the size limit is reached, a user will not be able to send e-mail messages until their mailbox size is once again below the limit. Email messages will only be removed from the system by the user, and will not be automatically deleted by the system. At no time will the user's ability to receive mail be stopped.
 - C) Users will receive a warning when they are getting close to the size limit.

- V) Naming Conventions – The following standard conventions will be used in the e-mail system:
 - A) User names
 - 1) First name - Name by which the employee wants to be addressed, even if it is a nick name (Joseph vs. Joe or Joey, for instance) or a middle name.
 - 2) Last name
 - B) Account name - This is the name of the user account within the system. It will duplicate the user object name in the directory service database.
 - 1) The first letter of the user's first name, and the first five characters of their last name. If this combination is not unique in the system, then a sequential number is added to the end of the name (jjones, jjones1, jjones2, etc.)
 - C) E-mail Address
 - 1) Username – must be the user name or account name as noted above.
 - 2) Domain names are limited to:
 - (a) GroupWise system – username@state.wy.us or [username@\(agency_designator\).state.wy.us](mailto:username@(agency_designator).state.wy.us)
 - (b) Exchange system – username@wyo.gov or [username@\(agency_designator\).wyo.gov](mailto:username@(agency_designator).wyo.gov)
 - D) Address Book information will contain the following at a minimum:
 - 1) Department name and Organizational sub-unit (if applicable) –may be determined by each agency, but must be consistent among employees of the agency.
 - 2) Location
 - (a) City/Town – full name, no abbreviations, consistent with other users in the locality.
 - (b) Building –must be the full building name, no abbreviations, NOT followed by the word "building" and consistent with other users in the building. This data is required for

major facilities (mainly Herschler, /Hathaway, etc. in Cheyenne) but not required if not applicable.

- 3) Phone Number – full ten digit number, followed by an extension if applicable, and following this format: 307-nnn-nnnn xnnn .

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