

**City of South Bend**  
**Information Technologies Policy & Standards**



**Email Distribution List Policy**

**Effective: Date 10/15/2015**

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- Purpose:** This policy defines the acceptable use of email distribution lists of the City of South Bend.
- Scope:** This statement applies to all governmental units, enterprise operations, and operations of the City of South Bend.
- Responsibility:** This policy is the responsibility of the Controller of the City of South Bend. Changes or revisions to this policy are affected only with the consent and approval of the Controller.
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**1.0 Email Distribution Lists**

Use of the email system of the City of South Bend is intended solely for official City business. Use of email distribution lists is also reserved for official City business. Emails sent to large distribution lists may be moderated. Messages sent to moderated distribution lists are subject to review and approval or disapproval by the moderator before delivery.

**2.0 Acceptable Use of Email Distribution Lists**

Types of acceptable use include, but are not limited to:

- Any messages sent or sponsored by members of the Mayor's Office staff or Common Council, including press releases;
- The City Reports newsletter;
- Information on City-sponsored, department-sponsored, or union sponsored events (i.e. SBFDPatriot Blood Drive, City Holiday Party);
- Computer system outage warnings or information;
- Emails offering free city-related training (i.e. Computers, CPR)
- Emails concerning Human Resources matters (i.e. health insurance, benefits, timecard information);
- Safety related messages;
- Business continuity information (i.e. gas pump closures);
- Department newsletters;

**3.0 Unacceptable Use of Email Distribution Lists**

Types of unacceptable email blasts include, but are not limited to:

- Solicitations supporting a non-City business, event, or organization (unless specifically sponsored by the City like United Way);
- Emails offering to sell or trade personal goods or services;
- Emails with large attachments that could slow down the network during delivery;

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**4.0 Employee Responsibilities**

Employees with email access are required to follow all policies and procedures of the City of South Bend to ensure adequate protection of all system security applicable to City employees.