

# **OLD DOMINION UNIVERSITY**

## **University Policy**

**Policy # 3506**

**ELECTRONIC COMMUNICATION POLICY FOR OFFICIAL UNIVERSITY  
BUSINESS**

**Responsible Oversight Executive:** Vice President for Administration and Finance

**Date of Current Revision or Creation:** March 15, 2017

### **A. PURPOSE**

The purpose of this policy is to address the use of official University electronic messaging systems and the resulting responsibilities of faculty, staff, and

the benef

## H. RESPONSIBLE OFFICER

Chief Information Officer

## I. RELATED INFORMATION

[Information Technology Standard 04.2.0 - Account Management Standard](#)

[Information Technology Standard 06.2.0 - Email Retention Standard](#)

[Information Technology Standard 10.1.0 - Disciplinary Action Standard](#)

[Information Technology Standard 11.2.0 - Student Email Standard](#)

[Information Technology Standard 11.4.0 - Electronic Mass Mailing](#)

**POLICY HISTORY**

\*\*\*\*\*

**Policy Formulation Committee (PFC) & Responsible Officer Approval to Proceed:**

/s/ Rusty Waterfield  
Responsible Officer

March 9, 2017  
Date

**Policy Review Committee (PRC) Approval to Proceed:**

**h e.03 0 03 ks**