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Maricopa County Employee Electronic Mail (E-mail) Policy Acknowledgment

*Records/Control Management Department
320 West Lincoln
Phoenix, Arizona 85003
Ph: (602) 506-1960 Fax: (602) 506-5733*

MARICOPA COUNTY ELECTRONIC MAIL (E-MAIL) POLICY ACKNOWLEDGMENT

I acknowledge the following:

- 1. I have received, read, and understand the Maricopa County Electronic Mail (E-mail) Policy (A1608).**
- 2. I am responsible for both password and physical security of the e-mail accounts that have been entrusted to me.**
- 3. I must manage my e-mail accounts by saving all formal communication e-mail messages and deleting all non-record e-mail messages from e-mail folders as set forth by Maricopa County's E-mail Policy (A1608) or as set forth by an approved departmental e-mail policy.**
- 4. E-mail messages are generally considered public records.**
- 5. Authorized personnel have unrestricted access to information stored on County equipment and may access information without notifying me.**
- 6. Compliance with the approved Maricopa County Records Retention and Disposition Schedule is mandatory.**
- 7. Disciplinary action will be taken, as deemed appropriate by Management, for e-mail policy violations.**

Employee Signature

Supervisor Signature

Date: _____

Employee Name (print): _____

Telephone: _____

Cost Center: _____

Supervisor Name (print): _____

Department: _____

NOTE: Original signed acknowledgment to County Records/Inventory Control Management

Department; Copy of signed agreement to employee and department.

per Clerk of the Superior Court, Policy 20.11

