

# Email and Voicemail Appropriateness Reminder for Employees

## Email and Voicemail Appropriateness Reminder

The following was written to assist employers in benefiting from the good judgment of their employees. Rather than laying out rules, it

describes the possible scenarios that often concern organizations in the area of electronic records management. It is based on shared concerns.

The addition of '(by their standards)' is intended as a reminder that the sender has no control over the standards of the recipient. It also reminds

employees that standards beyond the standards of their employer may be applied.

The corporate signature line is intended to be in addition to the signature line added by the employee. These notes are not intended to remove any of the features of the existing email system.

### Note sent to all employees monthly:

This is just a reminder of what we believe are our shared concerns regarding recorded email, email replies, voice mail, voice mail replies, and Internet pages viewed or created. Please review the email, voice mail, and Internet pages you create or view as you create, send, or receive them. It is possible that you might send or receive email or voicemail or create or view pages from, to, or via an organization that reviews all incoming and outgoing email, voicemail, or Internet page views for appropriateness (by their standards). This organization may interview the sender or recipient, and/or may report all inappropriate email, voicemail, or page views to the sender or recipient, to the sender's or the recipient's employer, or to other parties. The organization may keep all email, voicemail, or page views forever, review the email, voicemail, or page views at any time in the future, and report any inappropriateness based on any future standards of appropriateness. The recorded information may be transferred to any party at any time. Related or unrelated litigation may cause these actions or the email, voicemail, or Internet page content or authors or recipients to become widely publicized; immediately, or at any point in the future.

### Add to all email messages a corporate signature line, following the sender's signature line, that states:

All email or voicemail sent or received may be reviewed for business appropriateness when sent or received or during transmission. Email or voicemail sent or received may be saved forever, reviewed, and / or widely publicized at any point in the future by the sender, by the receiver, or by third parties.

### Seek legal counsel before applying:

These notes are intended to allow, but not to require or preclude, future actions. They are not organization or situation specific. They are not intended as legal advice. Seek legal counsel before applying them in your organization

### Copyright

I hereby place the text of these notes in the public domain and grant permission to anyone to copy them. I will be glad to send a signed copy of this to anyone who sends a copy to me with a signature line and a stamped self-addressed envelope.

### Note to Readers

#### Updates and More Detailed Descriptions

When using the information in this article, please check the website <http://www.ArchiveBuilders.com> for updates. The version number of this article is just before the page number below. The website also has articles that provide more details on some of the terms and concepts in this article.

### Comments

Please let us know how you like this paper, or if you had any questions. What would you like to see in the future? Also, please let us know where you saw this paper. For more, and the most recent version of this article, please visit our web site at <http://www.ArchiveBuilders.com>

Please send your comments via email to [SteveGilheany@ArchiveBuilders.com](mailto:SteveGilheany@ArchiveBuilders.com). Tel: +1 (310) 937-7000 Fax: +1 (310) 937-7001. Also, please let us know where you saw this article.

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### Note to Editors

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We will continue to update these articles as we get comments. Please contact us for the most current version before you publish. Also, please request permission to publish the article. Permission will be given freely for most purposes.

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### Bio

Steve Gilheany, BA in Computer Science, MBA, MLS Specialization in Information Science, CDIA (Certified Document Imaging System Architect), AIIM Master (MIT), and AIIM Laureate (LIT), of Information Technologies, CRM (Certified Records Manager, ARMA) has eighteen years experience in document imaging and is a Sr. Systems Engineer at Archive Builders.

### Author

Steve Gilheany is a Sr. Systems Engineer at Archive Builders. He has worked in digital document management and document imaging for twenty years.

His experience in the application of document management and document imaging in industry includes: aerospace, banking, manufacturing, natural resources, petroleum refining, transportation, energy, federal, state,

and local government, civil engineering, utilities, entertainment, commercial records centers, archives, non-profit development, education, and administrative, engineering, production, legal, and medical records management. At the same time, he has worked in product management for hypertext, for windows based user interface systems, for computer displays, for engineering drawing, letter size, microform, and color scanning, and for xerographic, photographic, newspaper, engineering drawing, and color printing.

In addition, he has nine years of experience in data center operations and database and computer communications systems design, programming, testing, and software configuration management. He has an MLS Specialization in Information Science and an MBA with a concentration in Computer and Information Systems from UCLA, a California Adult Education teaching credential, and a BA in Computer Science from the University of Wisconsin at Madison. His industry certifications include: the CDIA (Certified Document Imaging System Architect) and the AIIM Master (MIT), and AIIM Laureate (LIT), of Information Technologies (from AIIM International, the Association of Information and Image Management, [www.AIIM.org](http://www.AIIM.org)), and the CRM (Certified Records Manager) (from the ICRM, the Institute of Certified Records Managers, an affiliate of ARMA International, the Association of Records Managers and Administrators, [www.ARMA.org](http://www.ARMA.org)).

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