

STANDARD ADMINISTRATIVE PROCEDURE

29.01.03.M1.08 Information Resources – E-mail Use

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Standard Administrative Procedure Statement

University information resources are strategic assets and as such must be managed as valuable state resources. Since a large portion of University business is conducted using email, it is important that email services function in an efficient and reliable manner. These procedures, therefore, address expected standards for University email usage.

Definitions

Information Resources (IR) - the procedures, equipment, and software that are designed, employed, operated, and maintained to collect, record, process, store, retrieve, display, and transmit information or data.

Official Rule/ Responsibilities/ Process

1. APPLICABILITY

This Standard Administrative Procedure (SAP) provides procedures regarding the use of email through University owned information resources.

The purpose of the implementation of this SAP is to provide a set of measures that will mitigate information security risks associated with email use. There may also be other or additional measures that will provide appropriate mitigation of the risks. The assessment of potential risks and the application of appropriate mitigation measures are to be determined by the information resource owner or their designee.

The information resource owner or designee (e.g., custodian, user), is responsible for ensuring that the risk mitigation measures described in this SAP are implemented. Based on risk management considerations and business functions, the resource owner may determine that it would be appropriate to exclude certain risk mitigation measures provided in this SAP. All exclusions must be in accordance with SAP [29.01.03.M1.27 Exclusions from Required Risk Mitigation Measures](#).

The intended audience of this SAP is any University employee, student, guest, or visitor that may use any University information resource that has the capacity to send, receive or store email.

2. PROCEDURES

- 2.1 Refer to Rule [29.01.03.M2 Rules for Responsible Computing](#) and, [Student Rules for Responsible Computing](#), Rule 22.
- 2.2 Texas A&M University rules pertaining to employee incidental use can be found in Rule [29.01.03.M3 Incidental Computer Use](#).

Related Statutes, Policies, or Requirements

Supplements [University SAP 29.01.03.M0.01, Security of Electronic Information Resources](#)

Contact Office

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