

Permission to Use Alternative E-Mail System/E-mail Address for County-Related Business

Section II. C-2 of County Administrative Policy 07-01, Acceptable Use of County Information Technology Resources, grants the County Administrator and Director of Information Technology Services the authority to allow officers or employees and other authorized users to use e-mail system(s) other than the e-mail system provided by the County when conducting County-related business, provided that the user commit to transfer to the County e-mail system all e-mails that deal with County business.

Such permission to use an e-mail system other than the County system has been requested by _____, an officer/employee of Tompkins County or other authorized user. The user's non-County e-mail address is _____.

Further, the user has participated in training provided by the County that has identified the types of e-mail communications that are considered a public record under New York State law and that must therefore be transferred to the County's e-mail system.

Permission to use an e-mail system other than the County system is hereby granted by:

Joe Mareane
County Administrator

Date

Greg Potter
Director, Information
Technology Services

Date

I understand and agree that all e-mails that deal with County business shall be transferred to the County e-mail system.

Signature of Requester

Print Name

Date