



Paul R. LePage, Governor

Mary C. Mayhew, Commissioner

## Office of the Commissioner

# Electronic Communications Policy

**Policy #:** DHHS-06-14

**Issue Date:** 09/11/14

### I. SUBJECT

Electronic Communications Policy

### II. POLICY STATEMENT

It is the policy of the Department of Health and Human Services that any electronic communication by employees regarding State business must be done through approved State automation equipment and systems (such as the State e-mail system) in a manner that ensures the Department appropriately retains a record of the communication in accordance with records management statutes, rules and policy. Communication by employees regarding State business through text messaging, instant messaging or personal e-mail is prohibited (except if the communication is done through an approved State automation system in a manner that ensures the Department appropriately retains a record of the communication).

### III. DEFINITIONS

**Electronic communication:** Electronic communication means communication through the use of automation and related communications equipment and systems including, but not limited to: computer workstations, computer terminals, laptop, notebook, tablet and hand-held computers, voice mail, telephonic, video and internet conferencing services, computer networks, printers, copiers, telephones (including, but not limited to, desk, cell and smart phones), fax machines, modems, fax modems, wireless modems, e-mail, local and wide area networks, internet, and intranet.

### IV. DISTRIBUTION

All Department employees via e-mail and posting on the DHHS intranet.

September 11, 2014

Date

Mary C. Mayhew  
Commissioner