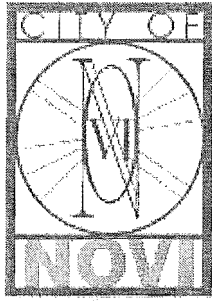


MEMORANDUM



cityofnovi.org

TO: Members of the Planning Commission

FROM: ^{Barb} Barbara McBeth, AICP, Community Development

SUBJECT: Planning Commission iPad Roll-Out

DATE: June 6, 2013

The IT Department has been working with Planning staff to implement the current year's approved budget item to provide a PC tablet (iPad) to each Planning Commission member. The intent is for Planning staff to begin providing electronic packets instead of paper packets for each meeting, similar to the process that has been working well for the City Council over the last few years. This process will save paper, copying and delivery costs (both for city staff and the applicants), and will also reduce staff time that is typically incurred in the preparation and delivery of the Planning Commission packets.

The electronic packets will be identical to the paper packets that are currently provided. Once the new system is in place, Planning staff will notify the Planning Commissioners by email when the packets are ready to download - typically on Friday afternoons prior to the Planning Commission meetings. Downloading the packets will be possible from any Wi-Fi zone, and should take only a few minutes. Each iPad will have a software application that will allow each Commission member to "mark-up" or highlight items in the packet for reference at the meetings.

The iPads have been purchased, and the intent is to begin using them at the **second meeting in July**. Each Planning Commission member will be asked to come in for a brief training session and be provided with an iPad to be used for the duration of each Commission member's term. The **training could start as early as Monday June 17th, and will extend until Thursday July 18th**. Training sessions will be provided individually to each Commission Member by IT and Planning staff, and could be scheduled in the daytime or evening.

Attached are the City of Novi policies for Technology Use, Electronic Records and Internet Use. Please review these documents for information relevant to the use of iPads. Also attached is the **Communication Device Purchase and Usage Policy**. Please review and **sign page 3** and return it when you arrive for training. The monthly fee that is referenced will not be charged for the Commission's use of the iPads.

Please contact me as soon as possible to arrange for a convenient time to meet for the electronic packet and iPad training.

c Rob Petty, Chief Information Officer

**CITY OF NOVI
INTERNET USAGE POLICY**

CITY OF NOVI

INTERNET USAGE POLICY

General Internet Usage Policy Guidelines

The City of Novi ("City") provides employees access to the vast information resources of the Internet with the intention of increasing productivity. While the Internet has the potential to help you do your job faster and smarter, there is justifiable concern that it can also be misused. Such misuse can waste time and potentially violate laws, ordinances, or other City policies. This Internet usage policy is designed to help you understand the expectations for the use of these resources.

The underlying philosophy of this policy is that Internet access from the City is for business related purposes including communicating with customers, suppliers, colleagues, and to research relevant topics and to obtain useful business information. In addition, all existing laws and City policies apply to your conduct on the Internet, especially those that deal with intellectual property protection, privacy, misuse of City resources, sexual and other harassment, data security, and confidentiality.

A good way to determine if use of the Internet is appropriate is to ask, "If I were doing this same activity in some other way (e.g. telephone, postal mail, in person, by hand), would this activity be considered inappropriate?"

Detailed Internet Usage Policy Provisions

- In general, you should not use the Internet in ways that waste City time. There are plenty of fascinating sites to explore, but City time should be spent conducting City business.
- You should not use City Internet access resources in ways that are illegal or may be considered inappropriate. Additional examples of prohibited activities include playing games, sending non-City business mailings, unsolicited mass electronic mailings, running a private business, any discriminatory practices or harassment, and promoting personal, political or religious beliefs.
- The downloading or display of any kind of obscene or sexually inappropriate image or document on any City computing resource is a violation of existing City policy on sexual harassment. Similarly, the downloading or display of any otherwise inappropriate images or documents on any City computing resource may be a violation of other existing City policies and will not be tolerated. In addition, obscene or inappropriate material may not be archived, stored, distributed, edited, or recorded using City network, printing, or computing resources.
- Intellectual ownership of the information on the Internet is considered to be in the public domain for immediate direct access only. Specific requests for information and access are subject to copyright laws and site guidelines. It is against federal law and City policy to violate the copyrights or patents of others on or through the Internet. Unless specifically acknowledged otherwise, the information accessed via the Internet is assumed to be the property of the site

accessed, and cannot be distributed or modified without the express permission of the appropriate granting authority.

- You may not use City facilities to download or distribute pirated software or data. Any software or files downloaded via the Internet may be used only in ways that are consistent with their licenses or copyrights.
- You may not use City Internet facilities to deliberately propagate any virus, worm, Trojan horse, trap-door, or back-door program code or knowingly disable or overload any computer system, network, or to circumvent any system intended to protect the privacy or security of another user, computer system, communications network, or organization.
- The City Internet facilities and computing resources must not be used to knowingly violate any laws or regulations.
- When using City Internet facilities you shall identify yourself honestly, accurately, and completely when corresponding or participating in interactive activities.
- Alternate Internet Service Provider connections to the City internal network are not permitted unless expressly authorized and properly protected by an appropriate security device.
- You should not assume that any City data or databases are subject to the Michigan Freedom of Information Act (FOIA). There are numerous exclusions to this law and such data or databases may not be uploaded or otherwise transferred to non-City entities without appropriate approvals.
- The Internet does not guarantee the privacy and confidentiality of information. Sensitive material transferred over the Internet may be at risk of detection by a third party. You must exercise caution and care when transferring such material in any form.
- You should not have any expectation of privacy as to your Internet usage. The City will monitor Internet usage and the City may inspect any and all files stored on City resources to the extent necessary to ensure policy compliance or for any other legitimate business purpose.
- Infractions of these policies constitute misuse of City assets and therefore are considered a violation of City Employee Policies and may result in disciplinary actions sanctioned under relevant provisions of City Personnel Rules and Regulations.

City of Novi E-mail / Voice Mail Usage Policy

Policy Guidelines

The underlying philosophy of this policy is that electronic mail (e-mail) and voice mail are provided by The City of Novi ("City") for City business related purposes including communicating with customers, suppliers, and colleagues. All existing laws and City policies apply to your use of City e-mail and voice mail systems. The City recognizes that occasional use of these facilities for personal communication may occur. However, misuse, as determined by the City, is not acceptable and is subject to disciplinary action.

Detailed E-mail / Voice Mail Policy Provisions

- Throughout these provisions, the terms "e-mail" and "voice mail" may be used interchangeably. Use of either term, wherever applicable, assumes that the reader understands that the individual term used is in fact & purpose referring to both e-mail & voice mail systems.
- Because the City provides e-mail to assist you in the performance of your job, you should use it only for official City business. Incidental and occasional personal use of e-mail is permitted by the City, but these messages will be treated the same as other messages.
- Bear in mind that your e-mail messages may be read by someone other than the addressee and may be subject to disclosure to the public, outside parties or a court of law. Accordingly, take care to ensure that your messages are courteous, professional and businesslike.
- You are prohibited from using City e-mail resources in ways that are illegal or may be considered inappropriate. Additional examples of prohibited activities sending non-City business mailings, unsolicited mass electronic mailings, sending obscene images or documents, distributing jokes, running a private business, any discriminatory practices or harassment, and promoting personal political or religious beliefs or other similar, non-job-related solicitations.
- You may not use City e-mail resources to deliberately propagate any virus, worm, Trojan horse, trap-door, or back-door program code or knowingly disable or overload any computer system, network, or to circumvent any system intended to protect the privacy or security of another user, computer system, communications network, or organization.
- The City e-mail and computing resources must not be used to violate any laws or regulations. Specifically, use of the e-mail system to copy and/or transmit any documents, software, or other information protected by the copyright laws is prohibited.
- When using City e-mail resources, you shall identify yourself honestly, accurately, and completely when corresponding or participating in interactive activities.
- Although you may have an individual password to access this system, the e-mail system is the property of the City and the contents of e-mail communications are accessible at all times by City management for any business purpose. These systems are subject to periodic unannounced inspections and monitoring, and should be treated like other shared filing systems. All system passwords and encryption keys must be available to City management, and you may not use

passwords that are unknown to your supervisor or install encryption programs without prior approval. In addition, you are prohibited from the unauthorized use or attempted access of passwords or encryption keys of other employees or to other systems.

- You should be aware that certain City files, including e-mail messages and attachments, could be subject to the Michigan Freedom of Information Act (FOIA). However, there are numerous exclusions to this law and e-mail messages and files may not be sent to non-City entities without appropriate approvals.
- Use of the City e-mail system cannot and does not guarantee the security and confidentiality of information. Sensitive material transferred over e-mail may be at risk of detection by a third party. You must exercise caution and care when transferring such material in any form. City confidential information should never be transmitted or forwarded (in any form) to outside individuals or organizations not known to be authorized to receive that information and should not even be sent or forwarded to other City employees who do not have a valid and approved reason to know the information. Always use care in addressing e-mail messages to make sure that messages are not inadvertently sent to unintended individuals. In particular, exercise care when using distribution lists to make sure that all addressees are appropriate recipients of the information. Lists are not always kept current and individuals using lists should take measures to ensure that the lists are current. Do not forward messages containing confidential City information to multiple parties unless there is a clear business need to do so.
- The City strongly discourages the storage of large numbers of e-mail messages for a number of reasons. First, because e-mail messages frequently contain confidential information, it is desirable to limit the number, distribution and availability of such messages to protect the information. Second, retention of messages fills up large amounts of storage space on the network server and personal hard disks, and can slow down the performance of both the network and individual personal computers. Finally, in the event that the City needs to search the network server, backup tapes, or individual hard disks for genuinely important documents, the fewer documents it has to search through, the more economical the search will be. Accordingly, you are to promptly delete any e-mail messages they sent or received that no longer require action or are not necessary to an ongoing project. You should audit your stored e-mail messages to identify messages that are no longer needed and should be deleted.
- You should not have any expectation of privacy as to your e-mail usage. All e-mail messages are considered City records and property. The City will monitor e-mail usage and may inspect any and all messages and files stored on City resources to the extent necessary to ensure compliance or for any other business purpose. Since your e-mail can be accessed, copied, or deleted by City management without prior notice, you should not use e-mail to transmit or store any messages you would not want read by a third party. For example, you should not use the City e-mail for gossip, including personal information about yourself or others, for forwarding messages under circumstances likely to

embarrass the sender or others, or for emotional responses to business correspondence or work situations.

- Infractions of these policies constitute misuse of City assets and therefore are considered a violation of City Employee Policies and may result in disciplinary actions sanctioned under relevant provisions of City Personnel Rules and Regulations.

City of Novi

Internet Access Usage, Voice Mail and Electronic Mail

Purpose

To establish the proper use of Internet access, Voice Mail and Electronic Mail (e-mail) provided to employees for use in their jobs by the City of Novi.

Ownership

Internet access, voice mail and e-mail are provided only for the purpose of conducting City business and not for personal use. All electronic communications generated by employees while using these resources are the property of the City of Novi and, therefore, are not considered private. Employees must have their Department Head's approval to request an e-mail address.

Employee Responsibilities

The City imposes certain responsibilities and obligations on employees while using Internet access, voice mail and e-mail provided by the City. You are expected to read and follow the City of Novi's comprehensive e-mail, voice mail and Internet usage policies that were provided to you. The following serves as a guide for employees when using these resources:

Employees are expected to protect their individual user ID and passwords from unauthorized use. User ID's and passwords are not to be shared with any other person.

Employees should be aware that the Internet is not a secure method for transmitting confidential information. Thus, in some cases, e-mail may not be the proper means of communication.

Employees are expected to demonstrate the same high standards that apply to other forms of City communications. Employees are expected to demonstrate courtesy and good judgment in their use of the Internet. Employees are prohibited from sending messages containing offensive, abusive, threatening, or other inappropriate language.

Employees who receive inappropriate messages from inside or outside the City have a responsibility to bring the messages to the attention of their supervisors.

Employees are expected to respect the legal protection provided to programs and data by copyright and license.

Monitoring Use

The City has the right to review and will monitor usage of Internet access, voice mail and e-mail that it provides for the use by its employees.

Violations

Any violation of this policy may subject the employee to disciplinary action, up to and including, discharge from employment.

**CITY OF NOVI
TECHNOLOGY USE AND
ELECTRONIC RECORDS POLICY**

CITY OF NOVI

TECHNOLOGY USE AND ELECTRONIC RECORDS POLICY

A. Purpose.

The purpose of this Technology Use and Electronic Records Policy is to establish guidelines and policies for use of the computer, Internet, and e-mail systems owned by the City of Novi, as well as for the preservation of the public records created and received using these systems.

This Policy is developed in recognition of the current work environment, where a large portion of communications between public employees transacting public business on behalf of the City is done through electronic means. Although there are many benefits to working in an electronic forum, there are also many challenges, including the ability to easily modify electronic documents and concerns about the security of public records. Adherence to this Policy will provide consistency, efficiency, and openness to the public and help lessen any potential negative impacts to the City as it increases its reliance on electronic methods of conducting City business.

B. Definitions.

Electronic mail (e-mail): A means of exchanging electronic messages and documents using telecommunications links. A complete e-mail message not only includes the contents of the communication, but also the transactional information, aka metadata (dates and times that messages were sent, received, opened, deleted, etc., as well as aliases and names of members of groups), and any attachments. Transactional information can be found and printed or saved from the e-mail system.

Electronic records: Electronic records include e-mail messages, word documents, electronic spreadsheets, digital images, and databases. Electronic records are kept in computer networks, Geographic Information System (GIS) databases, digital image storage systems, etc.

Records Retention and Disposal Schedule: The listings of records or records series that are maintained by the City of Novi in the course of conducting its official business that identify how long the records must be kept, when they may be destroyed, and when certain records can be sent to the Archives of Michigan for permanent preservation. In accordance with Michigan law (www.michigan.gov/hal), records cannot be destroyed unless their disposal is authorized by the approved State Retention and Disposal Schedule. The City of Novi's Records Retention and Disposal Schedule was adopted November 7, 2008 by the Michigan Historical Center and the State Administrative Board.

Public Record or Record: Recorded information that is prepared, owned, used, in the possession of, or retained by the City in the performance of an official

function, as more fully defined and interpreted under the Freedom of Information Act ("FOIA"), being MCL 15.231.

Transitory record: Records relating to activities of the City or its employees or elected or appointed officials that have temporary value and do not need to be retained once their intended purpose has been fulfilled. A transitory record is that which does not set policy, establish guidelines or procedures, certify a transaction, or become a receipt.

Non-records: Recorded information in the possession of the City that is not needed to document the performance of an official function, such as drafts, duplicates, convenience copies, publications, and other materials that do not document agency activities.

Personal records: Records that document strictly non-governmental business or activities.

C. Electronic Communications and Internet Use.

1. Purpose.

The purpose of this Technology Use and Electronic Records Policy is to assist the City of Novi employees in their day-to-day conduct of business activities. This Policy sets forth the City's policies regarding the use of e-mail, Internet, telephones, voicemail, fax machines, external electronic bulletin boards, wire services, and other telephonic communication equipment. All authorized users are expected to be familiar with and comply with this policy. Violation of this policy can lead to system privileges being revoked and/or disciplinary action, including, but not limited to, termination of employment.

The City of Novi encourages the use of these media and associated services, as they can make communication more efficient and effective, and because they can provide valuable information about vendors, customers, technology, and new products and services. However, all employees and others connected with the City should remember that electronic media and services provided by the City are public property and their purpose is to facilitate and support City business. All users of these systems have a duty to use these resources in a professional and lawful manner.

The computer network and e-mail systems are the property of City of Novi. All electronic communication and other information transmitted by, received from, or stored in these systems are the property of the City.

2. Prohibited Uses.

a. Electronic media shall not be used for knowingly transmitting, retrieving, or storing any communication that:

i. Is in violation of state or federal law;

- ii. Shares technology in a way that violates federal copyright laws;
- iii. Circumvents the Open Meetings Act;
- iv. Misrepresents the user's identity, except where authorized as part of a law enforcement operation, task or purpose.
- v. Results in a hostile workplace environment;
- vi. Contains an offensive, disruptive or malicious message;
- vii. Is discriminatory or harassing;
- viii. Is defamatory or threatening;
- ix. Is for political or religious purposes;
- x. Is for purposes of lobbying or solicitation;
- xi. Creates or forwards chain letters;
- xii. Violates license governing the use of software; and/or
- xiii. Creates any liability for City of Novi.

b. The Internet and/or World Wide Web shall not be used for the following purposes:

- i. Browsing or use of restricted content sites;
- ii. Commercial purposes other than the business of the City;
- iii. Participating in gambling, betting pools or investment clubs;
- iv. Downloading non-business related data, and/or
- v. Downloading non-approved applications programs.

3. Personal Use.

The computers, electronic media, and associated services provided by the City of Novi are primarily for business use to assist employees in the performance of their jobs. Limited, occasional, or incidental use of electronic media (sending or receiving) for personal, non-business purposes is understandable and acceptable, and all such use should be done in a manner that does not negatively affect the systems' use for their business purposes. However, employees are expected to demonstrate a sense of responsibility and not abuse this privilege.

4. E-Mail.

a. Only City of Novi employees who have an e-mail account and password are permitted to use these systems. However, passwords do not imply confidentiality, nor do they grant the user an expectation of privacy. All users of the system must receive a copy of this Policy, and acknowledge receipt of same in writing. Copies of such signed acknowledgment will be kept in the employee's personnel file. Upon separation of an employee from City employment, that user's e-mail account will be terminated.

b. Electronic Records may be subject to the Michigan Freedom of Information Act and discovery in litigation to the same extent as and with the same exemptions as those applicable to paper documents. The City

reserves the right to inspect any e-mail found in its system for its business activities, and to disclose the contents of any e-mail to appropriate personnel.

c. Employees should also consider that e-mail messages can be read by persons other than the addressee and that the message may be later disclosed to outside parties or a court in connection with litigation. Therefore, employees are required to maintain the highest standards of good grammar, courtesy, and professionalism when creating and transmitting electronic records.

d. For purposes of record retention, Electronic Records related to an email account are subject to the same retention/disposal schedule applicable to City paper files and documents of like type.

e. The City's Information Technology Department shall be responsible for establishing, maintaining, and monitoring all City-provided e-mail accounts. Requests for new accounts must be approved by the I.T. Department.

f. It is the responsibility of **each employee** to organize, extract, and purge e-mail at their workstation in accordance with the applicable record retention schedule within a six month timeframe. E-mail older than six months will be purged automatically from each users e-mail account.

g. The Information Technology Department shall establish the maximum email account size for each employee. It is the responsibility of each employee to manage their e-mail account within these storage limitations.

5. Internet/World Wide Web.

a. Use of the Internet shall be for the purpose of, or in support of education; research; state, local or national government affairs; economic development; City-related charitable activities; public service; personal communications; and individual professional development.

b. Employees should not have any expectation of privacy regarding web sites accessed through the computer system. Computer systems may leave "tracks" at web sites visited. Therefore, any incidental use of the Internet for personal use must be conducted with the highest level of professionalism. Personal use should be limited and not interfere with work responsibilities or work time.

c. It is unacceptable to interfere with, or disrupt another network's users, or service equipment. Such interference or disruption includes, but is not limited to:

- i. Exceeding normal user privileges.
- ii. Creating accounts or using any account without authorization.
- iii. Probing or tampering with any security feature or file.
- iv. Exploiting any security vulnerability.
- v. Distribution of unsolicited advertising.
- vi. Transmitting excessive amounts of non-business related e-mail.
- vii. Propagation of computer worms or viruses.
- viii. Transmission of any type or quantity that causes disruption of service to others.
- ix. Using the network to make unauthorized entry, or other acceptable use, to other computational, information, or communications devices or resources.
- x. Sending, receiving, transferring, storing, or using sniffers, spoofers, hacking scripts, etc.

d. Employees who share their passwords with others and/or leave their computers unattended with an open web browser may be held responsible for any resulting unauthorized usage.

6. Software.

The City prohibits the unauthorized use of City software. The City expects its employees to conduct themselves responsibly in this regard. Employees will refrain from making or using unauthorized copies of software programs. Employees may not install or run outside software. Software requests must be approved, purchased, and installed by Information Technology Department staff.

7. Reporting Violations.

Use of the computer system to engage in any communications that are in violation of any City policy, including, but not limited to, the acquisition, possession, or transmission of defamatory, obscene, offensive, or harassing material, is strictly prohibited. If you are harassed or discriminated against through the use of the City computer system, you must immediately report this to the Chief Information Officer. Any employee who violates this Policy may be subject to discipline as set forth in this Policy.

D. Electronic Records Retention.

1. Purpose.

In order for the City of Novi to function administratively, undergo periodic audits, provide for its legal requirements, and document its heritage, it must manage its records properly. Therefore, the City of Novi requires its employees to retain and destroy Electronic Records that are created, sent and received in the course of conducting official business in accordance with the City's approved Records Retention and Disposal Schedule.

Anything, on any medium that is created for any governmental purpose, as defined herein, is subject to disclosure as a public record. Consequently, all Electronic Records created, sent, and/or received for a government purpose are public records and are subject to the Records Retention and Disposal Schedule. Electronic mail systems can transmit a wide variety of information; therefore, the length of time that an Electronic Record has to be retained varies according to the content of the Electronic Record. In short, the content and not the medium determine how long the Electronic Record has to be retained.

All employees of the City of Novi, including part-time and temporary workers, and all others who have been granted access to, or who use or administer, the electronic mail resources of the City, or who transact public business via e-mail on behalf of the City are covered by this Policy and must comply with associated guidelines and procedures.

2. Retention Requirements.

All public records, including e-mails and other documents created, received, or maintained in an electronic format, are required by law to be retained and disposed of in accordance with the City's duly adopted Records Retention and Disposal Schedule. Each employee of the City of Novi is responsible for familiarizing themselves with the retention and disposal schedule for the public records with which they deal on a daily basis, and maintaining those public records in accordance with the Records Retention and Disposal Schedule and this Policy.

Transitory records have limited administrative value and should be retained only until they no longer serve a purpose. For example, e-mails sent for the purpose of scheduling a meeting are no longer needed once the meeting has been held, and should be deleted immediately thereafter.

Non-records should be retained and disposed of in accordance with Schedule No. 1 of the City's Records Retention and Disposal Schedule.

Personal e-mails and SPAM are not to be retained on City-owned computers and should be deleted immediately. Failure to delete these e-mails not only takes up valuable storage space on the City's computer system, but also, in certain circumstances, may result in such records being produced in response to a FOIA request, litigation discovery request, or subpoena.

3. Employee Responsibilities.

- a. Each employee is responsible for managing all the Electronic Records they create, send, and receive; managing those e-mails means that each employee must sort, file, retrieve, and archive or delete the e-mail in accordance with this policy.

- i. Sorting involves promptly deleting Electronic Records as allowed by this policy. Sorting also involves routinely filing Electronic Records that must be retained for the applicable retention period.
- ii. Filing Electronic Records for short term storage involves moving the Electronic Records into appropriate folders created within the computer system. For Electronic Records that must be retained for longer timeframes, it may also mean printing and filing hard copies of Electronic Records in a paper file or converting the email into another software format for long-term electronic filing.
- iii. Retrieving means that, upon request, employees must promptly retrieve Electronic Records for which they are exclusively responsible (that is, sent or received from outside the City). Electronic Records that are retrieved must include the transmission properties of the e-mail (i.e. metadata). Upon receipt of a FOIA or litigation discovery request, the employee responsible for the requested Electronic Record must find and retrieve it in a timely matter.
- iv. Archiving or deleting filed Electronic Records must be done in accordance with the City's Record Retention and Disposal Schedule. Archiving means the long-term storage of an Electronic Record according to the applicable retention schedule. As always, the transmission properties of the Electronic Record are considered part of the Electronic and must be archived.
 - (A) The content of the Electronic Record determines the applicable retention schedule.
 - (B) Electronic records should be deleted or archived as soon as possible in accordance with this Policy. However, records relevant to pending or reasonably anticipated litigation or responsive to a FOIA request must be preserved even if the record retention schedule allows for its destruction.
 - (C) The Information Technology Department will maintain an enterprise-wide e-mail archive. E-mail older than two years will be automatically deleted from the archive.

- b. Senders and recipients of Electronic Documents shall evaluate each document to determine if they need to keep it as documentation of their role in a business process and in accordance with this Policy and the approved Records Retention and Disposal Schedule.
- c. Senders are generally considered to be the person of record for an Electronic Record, and as such are responsible for maintaining the original as the official record for the City. However, if recipients of the message take action as a result of the message, they should also retain it as a record as long as it serves a useful purpose. Employees who receive Electronic Record as a "cc" or "bcc" do not need to retain those communications or documents.
- d. Employees should retain only the final message in a communication thread or string that documents the contents of all previous communications. This is preferable to retaining each individual message, which contain duplicate content. E-mail threads or strings should be retained in accordance with the subject matter of the discussion rather than based on the subject line of the emails. Drafts of Electronic Records generally do not need to be retained once the final version has been sent or approved, unless otherwise required by the City.
- e. Employees shall become familiar with the Records Retention and Disposal Schedule applicable to their department and/or work area.
- f. Employees shall retain Electronic Records that have not fulfilled the legally-mandated retention period.
- g. Employees shall organize their Electronic Records so they can be readily located and used.
- h. Employees shall dispose of transitory, non-record, and personal e-mail messages from the e-mail system as soon as possible, and in accordance with this Policy.
- i. Employees shall provide access to their e-mail to the FOIA Coordinator or Chief Information Officer upon request.
- j. Recognizing that e-mail messages that are sent and received using the City of Novi's e-mail system are not private, employees are encouraged to manually delete personal appointments (such as sick leave or annual leave) from the e-mail system after the event takes place. Employees should have no expectation of privacy when using City-owned computers.
- k. Employees shall not delete Electronic Records that constitute a public record under this policy and Michigan law except in accordance with the City's approved Records Retention and Disposal Schedule.

i. Employees shall make every effort to ensure that electronic records deemed "confidential" or that are exempt from disclosure by law are protected. Questions about an Electronic Record and its status as confidential or exempt should be directed to the City Attorney. An Electronic Record that is intentionally or accidentally forwarded to a party outside the City can lose its confidential/exempt status.

4. City of Novi's Responsibilities.

- a. The City shall ensure that its Records Retention and Disposal Schedule is in conformance with the laws governing record retention.
- b. The City shall ensure that employees with computer privileges have the means and opportunity to make themselves aware of and implement this Policy.
- c. The City shall ensure that Electronic Records are preserved in an electronic format and will be maintained in a manner that ensures their authenticity, reliability, and integrity. They must be maintained with sufficient data about the creation, routing, and receipt of the Electronic Records, as well as other objects such as text files, embedded documents, images, or hyperlink references. The City shall ensure that all Electronic Records are maintained in a usable manner throughout the required retention period.
- d. The City shall ensure that when Electronic Records with long-term retention requirements are migrated, they are moved to a storage medium and format that protects the content, metadata, attachments, hyperlink references, and proof of delivery receipt, where applicable.
- e. Respective department heads shall notify the Information Technology Department when an employee has left the employment of the City of Novi so that their network account and related information can be closed in the appropriate manner.
- f. It is the responsibility of the individual department heads to insure that Electronic Records of exiting employees are retained in accordance with approved Retention and Disposal Schedules.
- g. The FOIA Coordinator shall notify the Information Technology Department when an agency becomes involved in litigation or receives a FOIA request.

5. FOIA Coordinator Responsibilities.

a. The FOIA Coordinator shall verify that responses to FOIA requests received from the various departments include all responsive Electronic Records.

b. The FOIA Coordinator shall notify affected employees that a FOIA request involving Electronic Records was received to prevent the destruction of responsive Electronic Records

c. The FOIA Coordinator may, in appropriate instances, notify the Chief Information Officer that a FOIA request involving Electronic Records was received to prevent the destruction of relevant messages.

**COMMUNICATION DEVICE
PURCHASE AND USAGE POLICY
(SIGN PAGE 3)**



Communication Device Purchase and Usage Policy

Purpose

The purpose of this policy is to define the standards, procedures, and restrictions for the procurement and ongoing use of wireless data communication devices intended for use with the City of Novi's communication network infrastructure. (Examples: Smartphone, iPad, Cell Phone, and wireless PC cards) This policy addresses the components that make up communication device support:

- All branded and/or licensed handhelds.
- Desktop Communication Management Software.
- Wireless voice service(s) associated with devices.
- Any related components of network infrastructure or software used to provide connectivity to the device.
- Any third-party hardware, software, processes, or services used to provide connectivity to City issued communication devices.

The policy applies to any City purchased communication device. Non-City owned assets are not permitted access to the City's network. The City has made an allowance for connectivity to the City's email system through non-City owned smartphones and tablets/iPads. The goal of this policy is to manage the use of City's resources in a secure and cost effective manner while protecting City systems and data from unauthorized use or exposure. This will provide for both improved communications and efficiencies in operations.

The policy intends to provide compliance with all Federal regulations.

The City of Novi seeks to provide a safe work environment for its employees, and to the extent reasonably possible, to prevent injury to employees and third parties while employees are performing their work activities. Using a communication device while operating any motorized vehicle or other mechanical equipment is prohibited.

Scope

This policy applies to all City of Novi staff that are currently using, or in the future wish to use communication devices to access the City's data and network via wireless means. All cellular phone equipment, Smartphone/iPad/Tablet hardware, software, and/or related components that provide related connectivity and services for the City of Novi's employees will be managed by the Information Technology Department (I.T.). The installation and/or use of related hardware and/or software components not approved by the Information Technology Department are not allowed. In order to provide reliable and secure email redirection services, the I.T. Department will support and provide access to email via the ActiveSync option within the Microsoft Exchange server for device clients only. Any other form of redirection is not supported or allowed. The usage of the device is to be for work related communications. This policy is designed to complement existing network, Internet, and email policies in place.

Eligible Users

All City of Novi staff requesting a communication device must go through an application process and be approved by the Director/Department Head. The Director/Department Head requesting a device must submit a memorandum outlining the job related need and what level of service is required. It is the responsibility of the Department Head to be attentive to and responsible for the proliferation of these devices. This form and the completed memorandum are to be forwarded to the Director of Information Technology for evaluation and signoff. Information Technology staff will provide the HR/Payroll Department with the original forms.

Below is a list of guidelines that should be met and/or addressed in the memo:

- Senior managers (Leadership Group), where necessary to improve productivity, allow for 24x7 accessibility, and ensure that they are accessible for Emergency Operations Center activity.
- Public Safety positions that are responsible for, at times, unscheduled department operations and support.
- Operational positions that spend a majority of their time in the field yet must still respond to email in a timely matter.
- Cost savings achieved by the elimination of multiple communication devices. (cell phone, pager, etc.)
- Does your existing budget address the cost expenditure? (i.e. Do you have the funding to provide the purchase and ongoing service?)
- Positions and type of service should be reviewed annually.

Personal Usage

All authorized users are reminded that even though the equipment is not intended for personal use, the City recognizes that there may be instances for personal use. The City recognizes the cost/benefit relationship in allowing personal use of the communication equipment. As such cellular phone and smartphone users will be charged \$10/month for their communication equipment through a payroll deduction. If an employee agrees to **never** use the City provided communication device for personal use, they may opt-out of the payroll deduction. *However, if personal use appears on the monthly statement, the employee will be charged for the device six months in arrears and moving forward.*

Policy Specifics

- All devices must be configured and compatible with Microsoft ActiveSync.
- All devices must allow a remote data wipe.
- All devices must allow and be configured with a device password or PIN to protect the City's data residing on the device.
- Normal wear and tear of this type of equipment is expected. The cost of repair or replacement of the equipment due to negligence will be the responsibility of the user.
- It is the responsibility of the employee to notify the Information Technology department immediately should the device be lost or stolen. This applies to both City issued and non-City issued devices.
- Lost or stolen devices will be remotely wiped of data. This includes potentially all data on non-City owned devices.
- The City is not responsible for troubleshooting non-City owned devices or instructing staff on how to use them.



CITY OF NOVI OWNED DEVICES

Communication Device Usage Agreement

The following employee, by his/her signature, indicates that they have read, understand, and agree to the City of Novi's Communication Device Purchase and Usage Policy that is described within this document.

In addition to the terms included in the policy, I agree to pay for any excessive usage based upon routine audits performed by the City.

Employee Full Name: _____ (please print)

Employee Signature: _____

Department: _____

Department Head Authorization: _____

Date: _____

Device phone number: _____ (assigned by I.T. Dept.)

Device type (please circle): Cell phone Smartphone iPad Other _____

Device carrier (please circle): Sprint Verizon

COMMUNICATION DEVICE (choose one) as applicable:

- As a user of a City communication device, I agree to have \$10 per month deducted from my pay for incidental personal use.
- As a user of a City communication device, I agree to have an additional \$_____ per month deducted from my pay for usage above incidental personal use.

As a user of a City community device, I agree to **never** use the device for personal use (because I have another personal communication device).

NO FEES FOR PLANNING COMMISSION MEMBER'S USE OF IPADS.

Office use only

Deduction code: MISCDEVICE (Com device deduction)



NON - CITY OF NOVI

Communication Device Usage Agreement

The following employee, by his/her signature, indicates that they have read, understand, and agree to the City of Novi's Communication Device Purchase and Usage Policy that is described within this document.

By my signature below I agree to allow the City of Novi access to my personal device to wipe all data from the device should they choose.

Employee Full Name: _____ (please print)

Employee Signature: _____

Department: _____

Date: _____

Device phone number: _____

Device type (please circle): Cell phone Smartphone iPAD Other _____

Device carrier (please circle): Sprint Verizon Other _____