

Office Memorandum

DATE: April 17, 2006
TO: All Faculty and Staff
Distribution VI
FROM: Peter Quan, Vice President/Chief Technology Officer
Information Technology Services
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SUBJECT: **New Outlook Public Folder Requirements**

ITS 06-9117

The April 14, 2006 memo from this office explained that the campus is in the process of upgrading the campus e-mail system and setting storage limits to improve overall system performance. In reviewing the current Outlook Public Folders, which are part of the e-mail system, the following issues have been noted:

1. Some Outlook Public Folders contain personal and confidential information.
2. There seems to be a general lack of awareness of what items can or cannot be stored in Outlook Public Folders as mandated by state and federal laws.
3. In many cases there was no one individual responsible for the contents of the Outlook Public Folder.
4. Outlook Public Folder contents are not maintained.

Because of these issues, all Outlook Public Folders must be reviewed and authorized before they will be migrated to the new system. Users who maintain Outlook Public Folders should take note of the following:

- To help ensure compliance with federal and state laws, as well as campus policies and user guidelines, users who need an Outlook Public Folder must submit an Outlook Public Folder Request form, located online at www.calstatela.edu/its/forms under the Network/E-mail topic. Use one form for *each* Outlook Public Folder requested. [Note: Folder owner and/or designee(s) will still be permitted to create sub-folders under a top-level folder.]
- All Outlook Public Folders will be migrated to the upgraded e-mail system. However, to have an *existing* Outlook Public Folder available on the new system, current folder owners must submit an approved Outlook Public Folder Request form (mark the **Renewal** checkbox on the form). Approval must be obtained from the department chair/manager and the divisional vice president. Current folder owners who submit their approved Outlook Public Folder Request forms on or before **May 12, 2006** will have their Outlook Public Folders available upon migration. Otherwise Outlook Public Folders will be available within one week of the approved request form being submitted.
- To have a *new* Outlook Public Folder created, users should submit an approved Outlook Public Folder Request form (mark the **New** checkbox on the form). Approval must be obtained from the department chair/manager and the divisional vice president. All new Outlook Public Folders created on or before **May 12, 2006** will be migrated to the new system. After that date, new Outlook Public Folders will be created directly on the new system.
- *User Guidelines for Outlook Public Folders*, available online at www.calstatela.edu/its/policies, is intended to help faculty, staff, and departments comply with federal and state laws and regulations regarding personal and confidential information, and to meet the University's standards for using Outlook Public Folders. These guidelines establish uniform campus-wide criteria for Outlook Public Folder use, content, and management.
- Information about e-mail and Outlook Public Folder migration, and links to training are available online at: www.calstatela.edu/outlook.

Thank you for your attention to this time-sensitive matter.