

OFFICE OF THE COUNTY ATTORNEY

MEMORANDUM

TO: Members of the Conservation Collier Land Acquisition Advisory Committee

FROM: Jennifer A. Belpedio, Assistant County Attorney *gab*

DATE: January 3, 2008

RE: E-mails - Conservation Collier Land Acquisition Advisory Committee
RLS No. 07-PRM-00079

At the December 10, 2007 meeting of the Conservation Collier Land Acquisition Advisory Committee ("Committee"), an opinion as to how to handle e-mail communications related to Committee business was requested.

Your request was prompted by the recent decision of the State Attorney to file a non-criminal charge against a member of the Marco Island City Council for the alleged destruction of government business e-mails that were transmitted using his personal e-mail address.

In response, the following options exist:

1. Do not communicate with public employees by e-mail at all.
2. Continue to communicate with public employees by e-mail, but when your term is completed either print or download your e-mails onto a disk¹ and then return the disk to the staff liaison. Those e-mails may then be deleted from your personal computer.
3. Cease using your personal e-mail address and use a County e-mail address. To request a County e-mail address, complete and return the attached forms to the staff liaison. A County e-mail address may be terminated if it does not meet your needs.

Each member is free to choose an option from the above; all members do not have to elect the same option. Irrespective of which option is chosen, agendas and other "hard copies" of Committee related documentation should be returned to the staff liaison when your term is completed².

It is also important to mention that your e-mail address is public information. Consequently, your e-mail address would be provided to a member of the public if it is on a public record that is

¹ Upon request, the County will provide disks to Committee members.

² Upon request, the County will provide file folders to Committee members.

requested. This means that the application for the Committee (containing your e-mail address) will be provided to a member of the public upon request. This also means that your electronic communications with public employees (containing your e-mail address) would be provided to a member of public upon request, even if the e-mail address is different than the e-mail address on your application for the Committee. *In sum, if you do not want your e-mail address to be provided to members of the public upon request do not use that e-mail address at all to conduct Committee business.*

The case against the member of the Marco Island City Council is potentially significant in the area of public records law. We will monitor the case and at the conclusion of same will provide you with the outcome and the lessons learned. At the next Committee meeting, I will have a copies of the "Information" containing the charges filed by the State Attorney should you desire to know such details.

CC: David C. Weigel, County Attorney
Jeffrey A. Klatzkow, Chief Assistant County Attorney
Alex Sulecki, Sr. Environmental Specialist

07-PRM-00079/3



Information Technology Department
 Phone (239) 774-8888
 Fax (239) 530-6346

Employee User Account Management Form

This form is to be used for new account creation (new county employees), disabling of existing accounts, account name changes (existing employee changing their name), or account position changes (existing employee moving to another department). Please complete the section of this form relating to your request, sign, and fax to the IT Department using the fax number listed above. Any questions regarding this form may be e-mailed to BCCAccountRequest@colliergov.net. Thank you for your cooperation.

Please choose from one of the following options, and COMPLETELY fill out the corresponding section below:

- New Account Creation (New County Employee) **Section #1 Required**
- Request To Disable An Existing Account **Section #2 Required**
- Account Name Change (Existing Employee Changing Their Name) **Section #3 Required**
- Account Position Change (Existing Employee Changing Department and/or Job Title) **Section #4 Required**

Section #1

<i>New Account Creation (This section is for new employees only)</i>	
Employee Name	Employee Department
Title	Position Code Number (from requisition)
Phone Number	Employee ID
Is this new employee replacing a previous employee? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what is the name of the previous employee: Is the previous employee still employed by Collier County? <input type="checkbox"/> Yes <input type="checkbox"/> No	Distribution List (in addition to Subscribers) that you want the employee a member of ---- i.e. DL-HR

Please check any special applications that the employee will need to have installed:

<input type="checkbox"/> CD+	<input type="checkbox"/> Facilities Work Order Request System (permission given by Facilities)
<input type="checkbox"/> SAP	<input type="checkbox"/> Agenda Creation

Section #2

<i>Request To Disable An Existing Account</i>
Employee Name:

Section #3

<i>Account Name Change (This section is for existing employees that have changed their name)</i>	
Employee's Previous Name	Employee's New Name

Section #4

<i>Account Position Change (This section is for existing employees that have moved to another department)</i>	
Employee Name	New Position Code and Title
Department Transferring From	Department Transferring To
Should employee be removed from special distribution list? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list:	Special applications that employee should no longer need access to: (please check all that apply) <input type="checkbox"/> CD+ <input type="checkbox"/> SAP <input type="checkbox"/> Facilities Work Order Request System <input type="checkbox"/> County Web Pages (for web page creation)

****Important Note for Account Position Change:**

1. Please move any data from the employee's F drive to the G drive for the department prior to the employee moving to the new department.
2. The F drive of an employee moving to another department will still be accessible to that employee in his/her new position.
3. The G and H drive associated with the employee will be changed to those specific folders in use by the new department.
4. Employee E-Mail will NOT be affected by the change.

Please Note The Following Section Is Required.**This portion must be filled out by a supervisor (All Fields Required)**

Fund & Cost Center:

Supervisor Name:

Phone:

Supervisor Signature:

Date

:

Please Note All Account Requests Take 3-5 Business Days For Processing



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PROPER COUNTY COMPUTER WORKSTATION USAGE

ATTESTATION:

I hereby attest that I have read and that I understand the restrictions on the use of County PC workstations as defined in Administrative Procedure, CAA Instruction 5405, (Proper County Computer Workstation usage), dated June 10, 1999. I also understand that I can be subject to disciplinary action up to and including dismissal for action up to and including dismissal for violating any of these restrictions.

Signed: _____ Date: _____

Printed Name: _____ Department: _____

Witnessed by (manager): _____ Date: _____

Please Inter-office Mail the original of this to:

**Att: Account Requests
Building F
Suite 109**