HR Tips: Are your e-mails public records?

Did you know that e-mails are considered public records, whether or not the subject matter is business-related, if one or more of the following criteria are met?

- They involve state business.
- They are sent over a UGA account, even if on a privately-owned computer from home.
- They are sent on or through UGA-owned equipment, no matter where it is located or if sent over a personal e-mail account.

Georgia’s Open Records Act makes virtually every record held by UGA, with only a few specific exceptions, accessible to any citizen who requests to see it, including personnel files. Any exempt material contained in the record requested, such as social security numbers, medical information, home address and telephone number, or information relating to the designation of beneficiaries, would be redacted.

The UGA Public Affairs Division is responsible for administering the University’s compliance with the Georgia Open Records Act. For more information: http://news.uga.edu/open_records/

HR Tips is brought to you by the Libraries’ Human Resources Department and will be issued periodically. Suggestions for tips are welcome. Submit your tips, or any questions you might have, to libjobs@uga.edu. To view past HR Tips go to http://www.libs.uga.edu/humres/hrtips/index.html.