

<b>CITY OF REDONDO BEACH</b>		<b>ADMINISTRATIVE POLICY AND PROCEDURES (APP)</b>
<b>Number:</b> 04.03		<b>Subject:</b> E-MAIL COMMUNICATION POLICY
<b>Original Issue:</b> 04-01-03	<b>Effective:</b> 3/16/2026	<b>Category:</b> INFORMATION TECHNOLOGY
<b>Supersedes:</b> 04-01-03		

**I. PURPOSE AND SCOPE**

To define the proper use of the City of Redondo Beach e-mail processing system. These procedures apply to employees, advisory body members, council members, contractors, volunteers, and all others when they are using the City-provided e-mail processing system.

**II. GENERAL INFORMATION**

The City provides the following forms of electronic communications, messaging agents and electronic facilities: internal and external electronic mail (e-mail), telephone voice mail, Internet access, photocopy machines, facsimile machines, and computer hardware and software. As a condition of providing the above listed communications methods, the City places certain requirements and restrictions on their use. This policy addresses electronic mail.

**III. PUBLIC RECORDS ACT / LEGAL CONSIDERATION**

E-mail is a business tool which shall be used in accordance with generally accepted business practices and current law reflected in the California Public Records Act to provide an efficient and effective means of intra-agency and interagency communications. Under most circumstances, communications sent by email are subject to public disclosure under the Public Records Act or by litigation.

**IV. E-MAIL PRIVACY**

Since the computer and e-mail systems are the property of the City of Redondo Beach and provided for business purposes, users shall have no right or expectation of privacy or confidentiality in any e-mail message created, sent, received, deleted or stored using the City e-mail system. Management, supervisors and staff performing electronic discovery shall have the right to review and produce any e-mail message created, sent, received, deleted, or stored within the City's E-mail system.

## **V. POLICY**

E-mail messages transmitted through the City's electronic mail system shall primarily support City business functions and the performance of official duties. Limited incidental personal use is permitted provided that it:

- does not interfere with employee productivity or City operations,
- does not incur additional costs to the City, and
- does not give the appearance of representing the City for non-City matters.

All official City business must be conducted exclusively through City-authorized communication platforms (e.g., City e-mail systems, approved collaboration tools) and not via personal e-mail or messaging accounts, except where explicitly authorized by the Director of Information Technology. Only the Information Technology Department may purchase, install and/or configure City-authorized communications platforms.

Upon separation from the City, access to City e-mail systems will be terminated and may only be restored with the written approval of the Director of Information Technology.

It is strongly advised that city e-mail accounts (e.g., *@redondo.org*, *@redondo.gov*) not be used as a personal identity or contact address for non-City business activities, including but not limited to:

- personal banking or financial accounts,
- consumer purchases or subscriptions,
- payment of personal utilities, rent, or mortgage, or
- registration for personal services, memberships, or government programs unrelated to City employment.

Those E-mail messages which are intended to be retained in the ordinary course of City business and recognized as official records by California Public Records Act, should be stored in an electronic file folder outside the e-mail system, e.g., on your P: (personal) drive, S: (departmentally shared) drive, Laserfiche, or printed and the hard copy filed in the appropriate subject file. Employees are responsible for identifying official records and copying or moving them to an official system of record (i.e Laserfiche) for long term storage. All other e-mail messages are considered transitory, and are not preserved in the ordinary course of business. The email system will automatically delete all emails after a period of 730 days.

All City policies (e.g., harassment policies) apply to electronic media. No electronic communications system, which includes e-mail, shall be used for personal gain or advancement of individual views. Solicitations for non-City business, or any use for

personal gain, are prohibited. All electronic communications shall be appropriate and within City policy.

**VI. VIOLATIONS**

Any employee found to have violated this policy may have his or her access to email limited or revoked completely and may be subject to formal disciplinary action up to and including termination from City employment.

**VII. EXCEPTIONS**

There will be no exceptions to this policy unless approved by the City Manager.

**VIII. AUTHORITY**

By Authority of the City Manager

---

Mike Witzanksy

**IX. ATTACHMENTS**

N/A

**ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING  
OF E-MAIL COMMUNICATIONS POLICY**

By signing below, I acknowledge that I have received a copy of the City of Redondo Beach Administrative Policy and Procedure regarding E-mail communications. I also acknowledge that I have read the policy, had the opportunity to have any questions answered, and that I understand the provisions contained in the policy.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_