

University of Texas at Austin

Institutional Animal Care and Use Committee

IACUC Procedure # 7.2

Title	Use of Electronic Mail for Official Correspondence		
Date of Approval	09/14/2020		
Date of Last Revision	N/A	Version	1.0

Electronic mail (email), like postal mail, is a mechanism for official University communication. The IACUC will exercise the right to send email communications to all laboratory animal users and the IACUC will expect that email communications will be received and read in a timely manner.

This procedure applies to all faculty, staff, students, or any other person listed on an animal utilization proposal (AUP) submitted to the IACUC for review and approval. Official communications using email can include email to a group, or an email message to only one person.

Per the UT Austin Information Resources Acceptable Use & Security Policy data category definitions, IACUC email correspondence may contain Controlled (Category II) or Confidential (Category I) data. Therefore, the following University policy requirements apply:

- Emails sent or received by users in the course of conducting University business are University data that are subject to state records retention and security requirements.
- Users are to use University provided email accounts, rather than personal email accounts, for conducting University business. UT Austin-provided email addresses are to be used in the online protocol system.

Reference: Information Resources Acceptable Use & Security Policy. University of Texas at Austin Information Security Office: <https://security.utexas.edu/policies/irusp>