Retiree E-mail Procedure

Introduction
An employee who retires from Texas A&M University-Kingsville (TAMUK) can request a new retiree electronic mail (E-Mail) account. Additionally, the retiree may subscribe to a "retiree" E-mail group. Professors Emeriti are not affected by this procedure.

Purpose
The purpose this procedure is to establish the rules for retiree E-Mail use at TAMUK.

Audience
This procedure applies to individuals granted access privileges to Retiree E-mail accounts at TAMUK with the capacity to send, receive, or store electronic mail.

Retiree E-Mail Procedure
1. Employees may request a retiree E-Mail account up to 60 days prior to retirement.
2. The retiree E-Mail address will be firstname.lastname@retiree.tamuk.edu if the firstname.lastname is available. If the account is taken, a number will be incremented after the last name until an available account is found.
3. If desired, employees are responsible for forwarding E-Mail and moving contacts from their employee E-Mail account to the new retiree E-Mail account up to 60 days prior to retirement.
4. Operational procedures can be found at http://www.tamuk.edu/itech/.

Retiree E-Mail Group
1. If the retiree wishes to receive group E-Mail, they can subscribe to the retiree listserv.
2. Operational procedures can be found at http://www.tamuk.edu/itech/.

Disciplinary Actions
Violation of this procedure may result in disciplinary action up to and including termination for employees and temporaries; a termination of employment relations in the case of contractors or consultants; dismissal for interns and volunteers; or suspension or expulsion in the case of a student. Additionally, individuals are subject to loss of TAMUK Information Resources access privileges, civil, and criminal prosecution.

References
1. Copyright Act of 1976
2. Computer Fraud and Abuse Act of 1986
4. DIR Practices for Protecting Information Resources Assets
5. DIR Standards Review and Recommendations Publications
7. The Health Insurance Portability and Accountability Act of 1996 (HIPAA)
8. IRM Act, 2054.075(b)
9. The State of Texas Information Act
10. The State of Texas Penal Code, Chapters 33 and 33A
11. Texas Administrative Code, Chapter 202
12. Texas A&M University-Kingsville Procedure 29.01.05.K1.02-Information Technology Roles and Responsibilities for System Operations/Management
13. Texas A&M University-Kingsville Procedure 29.01.06.K1.0-Security of Electronic Information Resources
14. Texas Government Code, Section 441