

## 3344-7-06 Public record and privacy.

- (A) Any work-related e-mail sent by a faculty member or staff from CSU or residing on CSU e -mail as a routine business practice. The university reserves the right to inspect, copy, store, or disclose the contents of e-mail messages when:
  - (1) Required to comply with the law;
  - (2) Ordered to do so by a court of law;
  - (3) Ordered to do so pursuant to a subpoena or other legally enforceable order;
  - (4) The e-mail or computer file is a "public record" as defined in section 149.43 of the Revised Code and once CSU receives a valid public records request, CSU shall search computer and e-mail files, as required by the public records law. The faculty or staff member shall be informed, in advance, of such a search;

(7) Emergency entry is necessary to preserve the integrity of the university's computer and network facilities or to preserve public health and safety;