

Policy for Electronic Mail

Dear Reader:

The following document was created from the MTAS website ([mtas.tennessee.edu](https://www.mtas.tennessee.edu)). This website is maintained daily by MTAS staff and seeks to represent the most current information regarding issues relative to Tennessee municipal government.

We hope this information will be useful to you; reference to it will assist you with many of the questions that will arise in your tenure with municipal government. However, the *Tennessee Code Annotated* and other relevant laws or regulations should always be consulted before any action is taken based upon the contents of this document.

Please feel free to contact us if you have questions or comments regarding this information or any other MTAS website material.

Sincerely,

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Policy for Electronic Mail

Reference Number: MTAS-2106

Tennessee governments — including cities — that operate or maintain an electronic-mail (e-mail) system must adopt a written policy about monitoring e-mail communications. Information related to the written policy can be accessed on the MORE page [Written Email Policy Required](#) [1] and a sample acknowledgement for users of the email system can be accessed at the MORE page [Sample Acknowledgement Email Policy](#) [2].

Links:

[1] <https://www.mtas.tennessee.edu/reference/written-email-policy-required>

[2] <https://www.mtas.tennessee.edu/reference/sample-acknowledgement-email-policy>

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