



County Technical Assistance Service  
INSTITUTE *for* PUBLIC SERVICE

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# Monitoring of Electronic Mail

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Dear Reader:

The following document was created from the CTAS website ([ctas.tennessee.edu](http://ctas.tennessee.edu)). This website is maintained by CTAS staff and seeks to represent the most current information regarding issues relative to Tennessee county 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 county 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 CTAS website material.

Sincerely,

The University of Tennessee  
County Technical Assistance Service  
226 Anne Dallas Dudley Boulevard, Suite 400  
Nashville, Tennessee 37219  
615.532.3555 phone  
615.532.3699 fax  
[www.ctas.tennessee.edu](http://www.ctas.tennessee.edu)

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## Monitoring of Electronic Mail

Reference Number: CTAS-1085

Counties are required to have a written policy in place if they monitor electronic mail communications in any way. This policy must include the circumstances under which the monitoring will be conducted, and a statement that correspondence of the employee may be a public record and be subject to public inspection. T.C.A. § 10-7-512.

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**Source URL:** <https://www.ctas.tennessee.edu/eli/monitoring-electronic-mail>