

Requirement for faculty and staff to have email addresses on file and in the campus directory

ITPB – January 29, 2008

All employees will have a UCLA email address entered into:

	Who/what can access?	Opt out by individuals allowed?
1. An internal database	Internal business purposes or applications such as payroll, human resources or annual legally required mailings	✗
2. An internal campus directory	Searchable on the web by the UCLA community	✓
3. A public campus directory	Searchable on the web by anyone	✓

Notes:

- a. A UCLA email address (i.e., @ucla.edu or @xxx.ucla.edu) must be used.* An exemption for an individual to use a non-UCLA email address may be permitted for special cases, e.g., for visiting scholars wishing to use their home institution’s email address as their primary address.
- b. Implementation applies first to “knowledge workers” (i.e., who have UCLA email addresses). Ultimately, it is intended that all staff will become knowledge workers and will have UCLA email addresses.

* Having a UCLA email address forward to a non-UCLA email address can pose institutional accountability, legal and records management risks. At the request of the ITPB, the DACCS/ASAP group previously considered these risks and recommended that a UCLA address be required in these databases and directories, but as a practical matter an individual could choose to forward email from his or her UCLA account to a non-UCLA email account.