
	<p><b>City of Albany</b>  <b>Administrative Policy</b>  Policy #: IT-002-001  Title: Support of Personal Devices</p>	<p><b>Information  Technology</b></p>
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**Purpose** This policy is meant to provide the Mayor and City Councilors with an understanding of the devices that City IT supports, and the method of support provided. The City provides devices and services to the Mayor and City Councilors for the purpose of conducting City business. A standard set of devices and services is issued to City Councilors to provide a uniform environment that allows for the most efficient, cost-effective, and secure method of device administration and support; ensures compliance with public records laws; and assures responsible stewardship of public assets and staff resources.

**Policy** This policy is applicable to the Mayor and City Councilors.

- Information created, stored, sent, or received by the Mayor, City Councilors in connection with City business may be public record. See “Archiving of Public Records” - ORS 192.005 and “Inspection of Public Records” – ORS 192.311 and 192.314 for the definition of a public record. Public records may be subject to disclosure under Oregon public records law. Public records are subject to the Oregon secretary of state’s retention schedule.
- To ensure compliance with Oregon public records law, only official City-owned email accounts, devices, and services will be used to create, store, send, or receive information when conducting City business. Email forwarding to personal email accounts is not permitted, and personal accounts are not to be used to create, store, send, or receive information when conducting City business.
- If information in connection with City business is created, stored, sent, or received on a personal device that information will be forwarded to an official City email account where it can be appropriately archived in accordance with retention requirements.
- The City will provide technical support for City-owned devices, applications, and services only. Technical support will be provided at the user’s convenience and will take place at a City facility. Visits to private homes or businesses by City IT employees are not permitted. Council members will contact City IT by calling the helpdesk at 541-917-7599 or sending an email to [helpdesk@cityofalbany.net](mailto:helpdesk@cityofalbany.net). Contacting IT employees directly via telephone, text message, or email is not permitted.
- City-owned device usage is governed by the Technology Usage Policy and Cybersecurity Policy. Devices issued to the City Council will utilize multifactor authentication to access City information systems.

**Definitions** **City-owned Device** – is equipment that is procured, owned, and administered by the City.

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**Electronic Mail (Email)** – is a service designed to allow users to send and receive communications.

**Official Email Account** – is the email account provided to the user that is administered by the City. Messages sent and received using the official email account are automatically archived and retained in accordance with Oregon public records law.


**Personal Device** – is any equipment that is not owned by the City.

**Public Record** – is information created, stored, sent, or received by City employees in connection with City business, or using City assets or facilities, which includes technology systems and most forms of electronic media devices, may be public record. See “Archiving of Public Records” - ORS 192.005 and “Inspection of Public Records” – ORS 192.311 and 192.314 for the definition of a public record.

**References**

Human Resources Policy Ethics  
Archives Division’s Administrative Rules (Chapter 166)  
F-05-08, Public Records Request  
F-06-08, Records Management Policy

**Review and Authorization**

Supersedes: N/A	Created/Amended by/date: SP; 10/21/2021	Effective Date: 10/21/2021
IT Director: 		City Manager:

1. Form or worksheet revision related to this document? No  Yes

If yes, attach a copy of the revised form or worksheet.

2. Training required? No  Yes