STATE OF ALABAMA

Information Technology Policy

Policy 630-04: Instant Messaging

OBJECTIVE:
Instant Messaging (IM) is subject to many of the same threats as email (known security holes, vulnerability to viruses, worms, information leaks, and other liabilities). For these reasons the following policies shall be enforced for all applicable State systems.

SCOPE:
This policy applies to all users (State of Alabama employees, contractors, vendors, and business partners) of any State-managed information system resources.

RESPONSIBILITIES:
IM shall be used only for business communications when no practical alternative exists.

IM shall not be used to communicate sensitive or confidential information.

IM shall be limited to text messages only; IM file transfers shall be blocked.

Employees shall use only approved IM clients and settings as published in applicable standards. IM clients, settings, and usage shall be reviewed at least annually.

IM is correspondence that creates a record that can be subpoenaed and used as evidence in litigation or regulatory investigations, therefore, IM correspondence shall be retained in accordance with applicable State data and record retention policies.

IM content created, stored, transmitted, or received using State resources are the property of the State. Nothing in this policy shall be construed to waive any claim of privilege or confidentiality of IM content. Authorized State personnel may access, monitor, or disclose IM content for any business purpose or to satisfy legal obligations.

ENFORCEMENT:
Refer to Information Technology Policy 600-00: Information Security.

By Authority of:

Chief Information Officer — Date: 3/6/02

Policy History

Version	Release Date	Comments
Original	03/06/2006	