

OFFICE OF COMPLIANCE SERVICES
UVM.EDU/POLICIES

UNIVERSITY OPERATING PROCEDURE

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University Operating Procedures residing on UVM's Institutional Policy website are the most current versions available. If you are viewing a

the advice of the Office of General Counsel (OGC) will oversee the response to all requests for stored communications.

The CPO will consult with the Chief Information Officer (CIO) or their designee to arrange for the retrieval of those messages that are appropriate for disclosure. Questions about retrieval or disclosure will be resolved by the CPO in consultation with OGC. Retrieval or disclosure decisions are subject to the final approval of the Provost.

These same procedures will apply to requests to “freeze” the contents of a UVM network account or to preserve a snapshot of the contents of email folders or other electronic communication storage location.

This University Operating Procedure is not intended to govern internal requests that are directed to unit or central business managers or to the account holder who has sent or received the requested message.

If there is any question as to whether a request demand calls for a “stored communication” as defined in this operating procedure, the request should nonetheless be directed to the CPO or to OGC.

Contacts

Questions concerning the daily operational interpretation of this UOP should be directed to the following:	
Title(s)/Department(s):	Contact Information:
Chief Privacy Officer	(802) 6563086 privacy@uvm.edu
Chief Information Officer	(802) 6565598 uvmcio@uvm.edu

University of Vermont Policies and Operating Procedures are subject to amendment. For the official, approved, and revised version, please visit UVM's [Institutional Policies Website](#).