Mining and Energy Commission Member Electronic Message Service Account

11.1.2012

Overview

In an effort to facilitate the collection of Mining and Energy Commission (MEC) members' electronic messages in response to state public records requests, the Division of Energy, Mineral, and Land Resources (DEMLR) has created an electronic message service account with the following email address:

SVC_DENR.mec.publicrecords@ncdenr.gov

The purpose of this account is to provide a repository for storing all electronic messages that are sent or received by all MEC members while conducting MEC business so that such messages are readily available in one location for DEMLR staff to efficiently respond to state public records requests. Regardless of the type of electronic message account used by each MEC member, all electronic messages forwarded to this electronic message service account will be stored in a similar format that can be easily exported.

How It Works

Each MEC member should forward every electronic message he/she sends or receives in the course of conducting his/her work on behalf of the MEC to this electronic message service account at least monthly. This includes messages between DENR staff and MEC members, MEC members and MEC members, and the public/stakeholders and MEC members. This includes emails you have sent as well as those you have received, and it also includes all attachments to emails.

Upon receipt of a state public records request, DEMLR staff will advise all MEC members and affected DENR staff of the details of the records request and a timeframe to ensure that all such records have been forwarded to this electronic message service account. If hard copy correspondence has transpired during the timeframe in the public records request, such hard copy correspondence should be scanned and attached to an electronic message, then sent to this electronic message service account. Again, this will ensure that all public records are captured in one location and will eliminate the need for each MEC member to provide his/her individual records to DEMLR staff.

Once the deadline for forwarding electronic messages to the electronic message service account has passed, DEMLR staff will sort and export all MEC members and staff electronic messages from the account and provide them to the party that requested such public records.

If you have any questions regarding this electronic message service account and how to forward your public records to it, please contact Tracy Davis or Mell Nevils with DEMLR at (919) 707-9200.