

Cell Phones & Electronic Devices

University issued cell phones, iPads, and other electronic devices are subject to the **The Arkansas Freedom of Information Act (FOIA) Act 93 of 1967**

University employees who are issued these devices are required to use them **solely** for the purpose of conducting business on behalf of the university.

All University issued cell phone bills are public record, and redactions of that bill may be limited or not available at all. Contents of the phone (texts, images, browsing history, etc.) may also be subject to the Freedom of Information Act.

All University issued cell phones must include all accessories (charger, extra batteries, etc.) when returned to the Purchasing Department. If accessories are missing, your department will be responsible for the expense of the replacement accessory.

Do NOT text, email or surf the web while driving.

**Arkansas Tech University
Purchasing Department
479-968-0269
purchasing@atu.edu**