

 TOWN OF DEWEY-HUMBOLDT	PG № TC20-02
All Public Bodies : Town Council, Boards, Commissions, and Committees	Effective Date: January 7, 2020
Subject: <i>Electronic Communications</i>	

1. **Purpose and Scope:** To provide a policy for Council and other Town public body members (collectively referred to as “Public Officials”) to follow in the utilization of technological tools to communicate in writing (digital or otherwise) about Town business. This includes written or digital communications with constituents, members of the press, and/or members of other governmental bodies (i.e., Yavapai County or Arizona State) about Town business. This policy is intended to assist Public Officials with complying with state law. This policy does not apply to personal communications which are not related to Town business or verbal conversations on the telephone or in person.

2. **Background:** The rise of technological communication methods, including email, text message, and social media, allows for a variety of manners in which Public Officials may communicate with others about Town business. The Arizona Open Meeting Law, Public Records Law, and Records Management Law dictate rules within which communications must fall.

3. **Policy and procedure:**
 - 3.1 **Email - Council.** The Town provides official email addresses for all Councilmembers. Councilmembers shall use their Town email addresses in all email communications relating to Town business.
 - 3.1.1. Email archive folders will be established into which all emails to or from Councilmembers will be copied and managed by staff according to Arizona public records law and records retention schedules. Councilmembers will not have access to their email archive folder so Council Members’ deletions or their changes to the emails in their local folders will not delete or change the contents of the email archive folders.

 - 3.1.2. Town staff will only send informational or administrative-related email to Councilmembers and will not solicit Council direction or opinions. When responding to an email, Councilmembers shall use the “reply” option rather than the “reply all” option. For example, a Councilmember may respond to a staff sender only with a request for clarification or a question for more information about the subject of the Town staff email.

 - 3.1.3. Councilmembers who need to email staff shall send email only to staff and not include other Councilmembers in their email.

 - 3.1.4. Councilmembers shall not email other Councilmembers about Town business.

 - 3.1.5. The Town will not publish or provide personal email addresses of Councilmembers.
 - 3.1.5.1. Councilmembers who receive Town-business related emails at a personal email address shall respond to the sender that they cannot use their personal email to communicate about Town business and shall forward the email string to the Town Clerk for recordkeeping purposes.

 - 3.1.5.2. Councilmembers may not acquiesce to senders’ requests for anonymous communication on email or social media about Town business as that is prohibited by state Public Records and Records Management laws.

3.1.5.3. Individuals who do not wish to communicate through a Town medium may be communicated with via telephone or in person.

3.2 Email – Non-Council Public Officials. All communications to non-Council Public Officials (members of Boards, Commissions or Committees) related to Town business shall be through Town staff.

3.2.1. The Town will not provide contact information for non-Council Public Officials.

3.2.2. A non-Council Public Official who receives a communication related to Town business from anyone other than Town staff shall only respond to the communication to refer the individual to Town staff and shall provide a copy of the communication to Town staff for recordkeeping.

3.2.4. Non-Council Public Officials shall not email other members of the same public body about Town business.

3.3 Social Media Communications. Public Officials who use social media are responsible to properly record all communications related to Town business in accordance with state law and shall forward the complete record to Town staff for recordkeeping.

3.3.1. Public Officials who utilize social media related to Town business shall only include informational material, such as providing meeting dates and times, and links to online material.

3.3.2. Public Officials shall refrain from posting or communicating personal opinions, arguments, opinions, or any other type of message on matters related to Town business.

3.3.3. Public Officials who see social media posts or communications from another member of the same public body shall not respond to the post/communication.

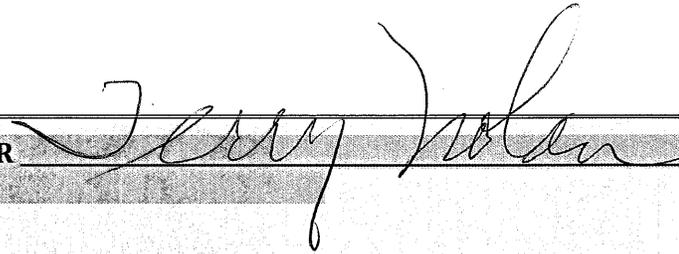
3.3.4. Public Officials who intend to use social media for Town business, as authorized by section 3.3.1, shall notify the Town Manager of their intent to do so.

3.3.5 Public Officials shall not use Snapchat or other social media platforms where the messages disappear to communicate about Town business.

3.4 Text Message. Public Officials who use text messages to communicate about Town business are responsible to properly record all communications related to Town business in accordance with state law and shall forward the complete record to the Town Clerk for recordkeeping.

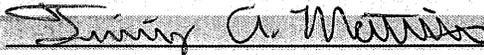
3.5. Other electronic communication methods. Public Officials shall use other electronic communication methods in accordance with the guidelines set forth in this policy.

TERRY NOLAN, MAYOR



ATTEST:

TIMOTHY A. MATTIX, TOWN CLERK



Notes: