

## TOWNSHIP OF ANDOVER

### EMAIL POLICY FOR ELECTED OFFICIALS

Emails pertaining to Andover business are considered public records. Therefore, when elected officials utilize emails to discuss or communicate issues regarding Township business, such communication is considered a public record. The Township of Andover is responsible to maintain all public records and therefore, the purpose of this policy is to maintain such email communications and to provide for efficient records management, not only for the Township of Andover, but for the individuals who utilize email to discuss any Township business.

Therefore, the Township of Andover hereby adopts the following email policy for elected officials and volunteers:

1. All members of the governing body and members of the Land Use Board will be provided with an email account in order to transact communications pertaining to Andover Township business.
2. Upon receiving an assigned email account, the individual obtaining such an account will provide the Township Clerk with a signed Consent form which will memorialize compliance with all of the terms of this policy.
3. Each individual utilizing an email account will agree as follows:
  - A. The account will only be used for official Township of Andover business. In the event the individual receives an email on their personal computer or email account relating to Township business, they will immediately copy the email together with all attachments to their official Township of Andover email address. The response to such communication will be from the official Township of Andover email account.
  - B. The respondent will also notify anyone who communicates to their personal email account regarding Township business that all future correspondence and emails pertaining to the Township of Andover must be sent to their official Township email address.
  - C. In the event the individual receives a personal e-mail on their Township account, they will immediately advise the sender that personal e-mails should not be sent to their Township of Andover account.
4. Each individual utilizing an email account agrees never to correspond with the majority of the members whether it may be the governing body, Land Use Board, or any other organization that is part of the email policy. Specifically, for example, if a particular Board has 5 members, then the individual agrees that they will direct any single communication to no more than 2 members of such Board. If the individual wants to communicate with all members of the Board, they should direct such correspondence to the Chairperson and/or the Township Administrator and request to be heard at the next regularly scheduled meeting when the Committee or Board convenes.

5. The email account and all access information shall be the property of the Township of Andover and the individual utilizing the email account understands, acknowledges and consents to the Andover Township Administration having access to the account and that all communications contained therein, except where otherwise excluded by law, may be subject to public disclosure.
6. Each individual utilizing the email account will take no action in any way to permanently delete any information or emails that are sent to the Township of Andover email account.
7. The municipality will agree to maintain and properly “back-up” all emails in accordance with all State record retention laws.
8. Each individual elected or appointed to any board, committee or commission in the Township of Andover understands that the use of personal e-mail accounts to engage in Township business may result in those personal accounts being subject to the provisions of the Open Public Records Act (OPRA) and/or other statutes pertaining to access to government records.

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