

**E-MAIL POLICY FOR FAIRFIELD TOWNSHIP  
ELECTED AND APPOINTED OFFICIALS AND EMPLOYEES**

**WHEREAS**, the Township Committee of the Township of Fairfield takes seriously its obligation to provide open government and comply with all applicable laws and government directives; and

**WHEREAS**, the New Jersey Open Public Records Act pursuant to N.J.S.A. 47:3-16 speaks to official e-mail records and it is the desire of the Fairfield Township Committee to implement a policy whereby the Open Public Records Act and the Records Retention Guidelines set forth by the New Jersey Division of Archives and Records Management (DARM) are abided by;

**THEREFORE**, it is the decision of the Township Committee of the Township of Fairfield that the following shall control e-mail usage by elected officers, employees and appointees of the Township of Fairfield;

1. The Township Administrator shall establish an e-mail address through Gmail.
2. If, at any time, the volume of e-mail in the Gmail account necessitates increasing the mailbox storage capacity, the Administrator shall purchase a storage capacity increase and the Township Committee shall provide funds for that purpose.
3. All outgoing e-mails pertaining to Township business that are sent by elected officials, appointees or employees shall be cc'd to the Gmail address established by the Administrator.
4. All inbound e-mails pertaining to Township business that are received by elected officials, appointees or employees that have not already been cc'd to the Gmail address established by the Administrator shall be immediately forwarded to that Gmail address by the recipient. Recipients of such e-mails are encouraged to advise those with whom they regularly correspond to cc the Administrator's Gmail account in future e-mail correspondence.
5. The Township Administrator shall not disclose the Gmail account's password to anyone except for his or her successor or as required by court order.
6. The Township Administrator shall access the Gmail account, at the request of the Clerk or Solicitor, to respond to Open Public Records Act (OPRA) requests or litigation related demands. The Township Administrator shall not delete or alter any e-mails or their attachments.
7. Elected officials, appointees or employees are under an affirmative duty to report any violations of this policy to the Township Administrator.
8. Upon being notified of a violation of this policy by any elected official, appointee or employee, the Township Administrator, with the help of the Township Solicitor, shall undertake an investigation and make a written report of his findings and conclusions to the Township Committee. The Township Administrator may initiate his own investigation at any time without having received notification.
9. Elected officials, appointees or employees who violate this policy are subject to discipline.

By Order of the Township Committee