



Electronic (e-mail) Mail and Correspondence:

1. Every employee/official should have only one email account used exclusively for public business. If an official or employee has been given a Town email account, that account should be the exclusive email account used for Town business. *(While elected officials in the past may have used their private email accounts to conduct public business, it is clear that a document about public business, whether in a private email account or a Town email account, can be a public document, thus should be relayed ONLY on a Town email account.)*
2. Only Town business should be communicated on the Town email accounts or the dedicated private email account. There should be no personal, work or private business, partisan, political or religious communications on this account.
3. All emails should be correctly labeled as to topic so that they can be found and retrieved as necessary.
4. Email should contain only comments that would ordinarily be said at a public meeting. No sarcasm, personal comments or insults. Any private, confidential issues, particularly personnel issues, legal opinions or the granting of permits or exceptions, should not be the subject of discussions in email. Avoid speaking in code or using shorthand terms that you would not ordinarily use in a letter or a public announcement.
5. Avoid forwarding strings of email addresses of others.
6. Avoid forwarding email from the Mayor and Council, Town staff, the Town Attorney, or other consultants to the public, or to each other. When confidential communications are given by email (e.g. an attorney opinion) this is particularly important.
7. Ordinarily, no drafts of documents, contracts, ordinances, resolutions, etc. in progress should be disseminated to the public prior to their being finalized or introduced at a public meeting. Further, if public documents are forwarded to the public, they should ordinarily be in a form (e.g. PDF) whereby they cannot be altered by the recipient.

Authorized By:


John Moss, Town Administrator

January 9, 2015
Date