

APPROVED _____



EMAIL COMMUNICATIONS POLICY FOR FNSB ASSEMBLY, BOARDS AND COMMISSIONS AND OTHER AUTHORIZED VOLUNTEERS

I. GENERAL

Email is an expedient and easy means of communication, but must be used carefully by FNSB Assembly, Boards and Commissions and other authorized volunteers, both to avoid conflicts with the Open Meetings and Public Records Acts, and to insure that the public and members of the Assembly, Boards and Commissions and other authorized volunteers can rely on the fact that deliberative discussions will occur at public meetings. Email communications may deprive the public of the chance contemporaneously to monitor an Assembly or Board or Commission's discussion. Therefore, the following policy has been established to augment and emphasize the importance of the laws of the State of Alaska.

II. PURPOSE

The purpose of this policy is to establish rules governing use of electronic email for the FNSB Assembly, Boards and Commissions and other authorized volunteers.

III. RESPONSIBILITY

- A. Department directors shall ensure that all Board and Commission members and other authorized volunteers are aware of the requirements set forth in this policy. The Clerk's Office shall provide a copy to all Assembly Members.
- B. Digital Services will enforce this policy
- C. Human Resources shall maintain this policy.

IV. POLICY

- A. The Fairbanks North Star Borough is responsible for retaining copies of all business related communications for compliance with the Public Records Act.
- B. All email use by any member of the Assembly, board or commission, or authorized volunteer of the FNSB will comply with the requirements of the Open Meeting Act AS 44.62.310. A copy of this statute is given to all committee members by the department director or Mayor's office after confirmation by the Assembly.
- C. Email communications, including serial communications by, between or among more than three (3) or a majority (whichever is less) of the assembly or board and commission members may only be used to schedule meetings, send informative messages, request information or similar administrative type communications and should not include opinions, decisions or deliberations on

substantive issue within the body's (assembly, board or commission) authority or duties.

- D. The Fairbanks North Star Borough will establish email accounts for the Assembly and those boards and commissions that it deems necessary, for the purpose of receipt and sending of all Assembly and board and commission related email. Conformance with acceptable use, as outlines in this policy is required. Members must use this email account for email related to the assembly or board and commission, or authorized volunteers business, and should not use their own personal email account for assembly, board and commission related correspondence.
 - 1. If private e-mail accounts are used for their convenience, a forward or cc to their borough email account is required in order to ensure the borough has all communications available in order to comply with the Public Records Act.
- E. The state Attorney General recommends that notice be given that generating and/or storing Borough data/records on personal devices such as SmartPhones, computers, etc., opens up those devices to inspection as necessary to comply with the Public Records Act or if needed by a court or other jurisdiction.
- F. The email account established by the FNSB for the Assembly, boards and commissions, or authorized volunteers are not to be used for personal email. There should be no expectation of privacy with respect to any email message sent, stored or received. Email communications may be stored in public files and may be reviewed as needed to complete public records requests, distribute to other members or take other administrative action.
- G. The Borough owns all network facilities, computer systems and email accounts and has the express right to monitor and audit all computer files and network traffic on the FNSB's network.
- H. Email account information (user name and password) will not be shared, nor will access to that account be given to other individuals.

V. PROCEDURE

- A. Assembly members will be issued Borough email accounts at time of seating. When the Borough believes it to be necessary for a board or commission, or authorized volunteers to have a Borough issued email address to conduct necessary electronic communication, the department director will make the request to the Chief of Staff.
- B. Once approved, Digital Services will be responsible for establishing the account.
- C. If the individual would like to access their email account via a smart phone, the smart phone authorization form must be completed and routed to Digital Services for processing.

- D. The Borough has the right to monitor email communication to ensure that the policy is followed. Violation of this policy is grounds for removal of a member from a board and commission or volunteer capacity. Assembly members who violate this policy will be reported to the Presiding Officer and may have their email privileges revoked.

- E. Email messages should not involve or contain content that may be reasonably considered offensive or disruptive. Other specifically unacceptable uses of email include:
 - 1. Use for fundraising, political campaign activities or public relations activities not specifically related to Borough government activities;

 - 2. Use of non-borough related commercial business; or

 - 3. Use of borough email mailing lists for other than borough business.

VI. SUPPLEMENTAL INFORMATION

- A. Definitions – None

- B. Attachments – None

- C. Revision History- None

Supersedes Policy No.	Effective Dates
40.05.	10/15/13
40.05	01/21/20