

**RES.12-441 ESTABLISHING RULES REQUIRING EMPLOYEE USE OF TOWNSHIP EMAIL ADDRESSES/ACCOUNTS IN CONDUCT OF TOWNSHIP BUSINESS**

Mr. Quigley moved the adoption of the following Resolution:

WHEREAS, the public is entitled to access public records and it is in the best interests of open government and the Township that such records be maintained in a secure, cost-efficient manner; and

WHEREAS, the use of private email addresses/accounts undermines these values and threatens the ability of the Township to maintain and produce public records; and

WHEREAS, the Township has established and maintains a secure email system with the capability to keep a record of all email sent or received by the accounts established therein;

NOW THEREFORE BE IT RESOLVED by the Board of Township Trustees of Orange Township, Delaware County, Ohio, that all employees of Orange Township shall exclusively use, in all Township business of any kind, the email address/account provided to them by the Township.

BE IT FURTHER RESOLVED that all employees of Orange Township shall exclusively address email directed to other Township officials and employees, and related to Township business of any kind, to the email address/account provided for that official or employee by the Township.

BE IT FURTHER RESOLVED that all employees of Orange Township will be provided with a copy of the foregoing rules, acknowledge receipt thereof and confirm that they have read the contents. Additionally, the foregoing rules will be posted at Orange Township's website and placed in Orange Township's policy manuals for employees.

BE IT FURTHER RESOLVED that any Township employee violating the foregoing rules shall be subject to discipline, up to and including dismissal.

Motion seconded by Ms. Taranto.

VOTE: Quigley – yes, Taranto – yes, Knapp – yes.

There was a discussion if all emails on township emails are public record or only emails concerning township business. Discussion was also held on redaction and legal review of emails before the township fulfills a records request.

**RES.12-442 REQUIRING PUBLIC OFFICIAL USE OF TOWNSHIP-PROVIDED EMAIL ADDRESSES/ACCOUNTS IN THE CONDUCT OF TOWNSHIP BUSINESS**

Mr. Quigley moved the adoption of the following Resolution:

WHEREAS, the public is entitled to access public records and it is in the best interests of open government and the Township that such records be maintained in a secure, cost-efficient manner; and

WHEREAS, the use of private email addresses/accounts undermines these values and threatens the ability of the Township to maintain and produce public records; and

WHEREAS, the Township has established and maintains a secure email system with the capability to keep a record of all email sent or received by the accounts established therein;

NOW THEREFORE BE IT RESOLVED that, in the interests of open government reflected in the secure and cost-efficient maintenance and production of public records, all public officials of Orange Township shall exclusively use, in all Township business of any kind, the email address/account provided to them by the Township.

BE IT FURTHER RESOLVED that all public officials of Orange Township shall exclusively address email directed to other Township officials and employees, and related to Township business of any kind, to the email address/account provided for that official or employee by the Township.

BE IT FURTHER RESOLVED that any Township official failing to comply with the foregoing shall be deemed, by such failure, to have assumed the legal responsibility of being the person responsible for those public records created outside of the Township email system.

BE IT FURTHER RESOLVED that no public funds shall be expended to offset expenses or costs (including but not limited to legal fees) incident to the responsibilities assumed by a public official failing to comply with the foregoing and no public employee time shall be spent in assisting such an official in the performance of their assumed legal responsibilities.

Motion seconded by Ms. Taranto.

VOTE: Quigley – yes, Taranto – yes, Knapp – yes.