

RESOLUTION NO. 1899

A RESOLUTION ADOPTING A CITY COUNCIL EMAIL POLICY

THE TROUTDALE CITY COUNCIL FINDS AS FOLLOWS:


1. In February 2007 the City Council adopted a goal to provide Council with a City of Troutdale email account.
2. The City has installed a software program for archiving all city emails.
3. A City Council Email policy will set forth procedures to ensure that the public meetings, public records and record retention laws will be followed.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF TROUTDALE:

Section 1. The City Council Email Policy, Attachment A, is hereby approved.

Section 2. This Resolution shall take effect upon adoption.

YEAS: 7
NAYS: 0
ABSTAINED: 0



Paul Thainhofer, Mayor
September 5, 2007

Date



Sarah Skroch, Deputy City Recorder

Adopted: August 28, 2007



TROUTDALE CITY COUNCIL POLICY

SUBJECT: CITY COUNCIL EMAIL POLICY

POLICY #: CC - 0001

EFFECTIVE DATE: August 28, 2007

APPROVED BY COUNCIL ACTION:

DATE:

PURPOSE:

The purpose of this Standard Operating Procedure (SOP) is to set forth the policy and procedures that comply with the public meetings, public record and record retention laws while at the same time supporting transparency in city official communications with the public and each other.

POLICY:

Councilmembers will use a City of Troutdale email account for communications with each other, staff and the public when information is being communicated regarding any matter that is connected with the transaction of public or city business (public matters).

In distributing information regarding public matters a Councilmember may send one email to all the Councilmembers for efficiency, provided that there is not a subsequent exchange of emails that are shared with three or more Councilmembers.

PROCEDURE:

The City of Troutdale will establish an email account for every councilmember. The email account may be accessed from the Internet at the following address: <https://webmail.ci.troutdale.or.us/exchange/> (notice "https" at the beginning of the address, "http" will not work). A log on screen will come up. User names and passwords will be assigned. You can have your password changed if you prefer something other than the one you are assigned. To have your password changed email lwaleske@ci.troutdale.or.us with your request.

All communications regarding public matters shall be received and sent through a councilmember's City email account. The emails and any attached documents or photos are public records that the City will retain in accordance with the State of Oregon Records Retention Schedule for Cities, codified in Chapter 166, Division 200 of the Oregon Administrative Rules. Councilmember emails shall be disclosed to the public upon request in accordance with the Oregon Public Records Law.

Councilmember email accounts shall only be used to fulfill the Councilmembers responsibilities as a City Councilmember. A councilmember shall not use his or her City email account to distribute offensive or illegal materials or to engage in conduct that violates the law.

Councilmembers may send emails to all or a majority of the council when the subject matter of the email relates to general announcements, absence at a meeting, scheduling needs or similar non-substantive city matters. Councilmembers will not send emails to all or a majority of the council when the subject matter of the email is something that may come before the council for deliberation or action.

ACKNOWLEDGEMENT:

Councilmembers that comply with this policy are receiving and sending public records via City email and will not have public records on their personal computers that they need to retain and provide in response to a public record request. Councilmembers that send or receive emails that pertain to public matters with their personal email accounts are personally responsible for retaining the public records according to the State of Oregon Records Retention Schedule for Cities and making the same available in response to a request.

I have read and understand the Troutdale City Council Email Policy and Procedure.



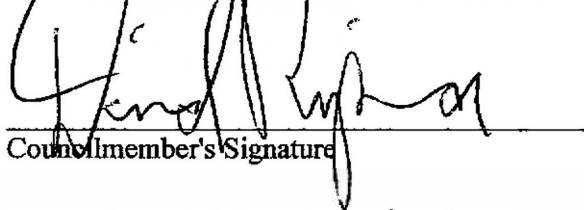
Mayor's Signature

8-28-07
Date



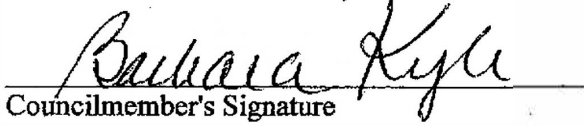
Councilmember's Signature

8/28/07
Date



Councilmember's Signature

8/28/07
Date



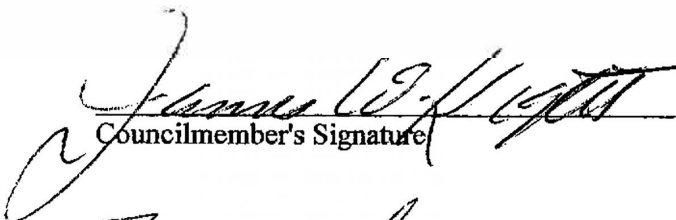
Councilmember's Signature

8-28-07
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Councilmember's Signature

8/28/07
Date



Councilmember's Signature

8-28-07
Date



Councilmember's Signature

9-5-07
Date