



Effective Period: ongoing
Review Schedule: Annually - March
Effective Date: June 27th, 2018
References: Policy Governance 1.2

TOWN BOARD POLICY

107

Public Posting of Town Board E-mail

1. PURPOSE

To provide the highest level of transparency and ease of access to the general public of all public record emails generated by Town Trustees.

2. APPLICABILITY

This policy shall apply to the incoming and outgoing emails of the Board of Trustees, including the Trustees, Mayor and Mayor Pro-Tem.

3. PROCEDURE

- a. A copy of any email sent to or by a member of the Town Board will be automatically posted to a page accessible through the Town website for a period of one year. These emails may be accessed at www.estes.org/boardemails.
- b. Public addresses contained in the to/from/bcc/cc fields will not be posted. However, all information contained in the body of any email to Board members will become public, including any personal information added by the user.
- c. Emails will not be publicly posted when the subject line contains any of the following terms:
 - i. Private
 - ii. Confidential
 - iii. Work Product
 - iv. Personnel
 - v. Personal
- d. Emails which include the Town Attorney's email address in any location of the email will not be publicly posted. Emails to or from other attorneys working on behalf of the Town will not be publicly posted.

- e. Any emails which are not public record or are not allowed to be publicly inspected pursuant to the Colorado Open Records Act or any other State or Federal legislation or regulation, will not be posted
- f. Requests to remove and e-mail as outlined in section h below, should be directed to the Town Clerk, Public Information Officer or Town Administrator
- g. Posted emails may be removed by the Town only under the following circumstances:
 - 1. Posted emails, which upon review, are not public record or not allowed to be physically inspected under the Colorado Open Records Act or any other State or Federal legislation or regulation.
 - 2. Emails that contain obscene or libelous information.
 - 3. Any constituent may request removal of posted emails because the constituent expected that the email would be confidential or was a personal or private matter.
 - 4. Any Trustee or the Mayor may request removal of posted emails because the constituent author of the e-mail expressly informed the Trustee or the Mayor that the author intended that the email would be confidential or was a personal or private matter.
 - 5. E-mails that are not related to town business or town activities.
 - 6. E-mails that contain confidential town information that should not be disclosed on the internet, such as town purchase confirmations containing credit card information, purchase order numbers or other information that if disclosed would pose a security or financial risk to the Town.
 - 7. E-mail containing suspected malware or viruses.
- h. Emails posted to the site are not monitored real-time. The Town of Estes Park is not responsible for the content of emails sent by users.

Approved:



Todd Jirsa, Mayor