



City of Prineville

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INFORMATION TECHNOLOGY

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Staff Report: City Council Email

This staff report has been prepared to present the Council with information concerning email communications and public records disclosure. Currently, City Council members are using their personal email addresses as a point of contact for public input and staff-to-council communications. This possibly exposes Council's personal email accounts and computers subject to disclosure under Oregon Public Records laws.

Staff recommends that City Council consider using a City assigned email address for all email correspondence relating to City business, and keep their personal addresses for personal use.

The City of Prineville IT department can provide a web-based email account to each City Council member for the purposes of conducting City business. This web mail account is accessed over the internet from any location.

All email processed through the City's email system is logged according to citywide email policies. This would provide a facility for search and disclosure of Council e-mail under public records requests consistent with requests made to the City in general.