



# Municipality of Skagway

GATEWAY TO THE KLONDIKE

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MEMO

TO: Borough Assembly

FROM: Mayor Cremata

DATE: March 16, 2023

RE: Request for Amendment to Resolution 23-11R Establishing a Municipal Policy for Electronic Email

In order to prevent low-level and seasonal staff members from the new proposed email policy requirements, I propose the following amendment to Resolution 23-11R, be considered by Assembly:

**"I move we amend Resolution 23-11R by replacing the word "staff," in all instances, with "department heads and administration."**

# PROPOSED AMENDMENT

Proposed by:	Mayor Cremata
Attorney Review:	03/10/2023
Vote:	<input type="checkbox"/> Aye <input type="checkbox"/> Nay <input type="checkbox"/> Absent

## MUNICIPALITY OF SKAGWAY, ALASKA RESOLUTION NO. 23-11R

A RESOLUTION OF THE MUNICIPALITY OF SKAGWAY, ALASKA ESTABLISHING A MUNICIPAL POLICY FOR ELECTRONIC MAIL.

**WHEREAS**, electronic mail correspondence is the primary method of communication used by the Municipality of Skagway; and

**WHEREAS**, municipal business email correspondence by elected officials, municipal ~~staff~~ **department heads and administration**, commissioners, board members, and committee members may be subject to disclosure under the Alaska Public Records Act public; and

**WHEREAS**, the MOS is committed to maintaining consistency in regards to municipal business email correspondence; and

**WHEREAS**, municipal business email correspondence is subject to disclosure under the Alaska Public Records Act even if transmitted with a personal email or on a personal device; and

**WHEREAS**, the Municipality has learned that some board and committee members have been using personal emails to conduct municipal business; and

**WHEREAS**, using personal email to correspond on municipal business subjects the Municipality to finding, retrieving, and storing that email correspondence from those personal devices if a public records act request is submitted to the Municipality; and

**WHEREAS**, elected officials, municipal ~~staff~~ **department heads and administration**, commissioners, board members, and committee members should not use personal electronic devices unless the municipal email server is accessed via a web browser, or an emergency situation takes place requiring temporary access.

**NOW, THEREFORE BE IT RESOLVED**, that all elected officials, municipal employees, commissioners, board members, and committee members are required to use an official Municipality of Skagway email for all municipal communication; that upon election, hiring, or appointment, individuals will have an official MOS email assigned and should immediately begin using it; the use of personal email for official municipal business is prohibited.

**PASSED AND APPROVED** by a duly constituted quorum of the Borough Assembly of the Municipality of Skagway this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Andrew Cremata, Mayor

ATTEST:

\_\_\_\_\_  
Steve Burnham Jr., Borough Clerk  
(SEAL)