

Proposed by:	Mayor Cremata
Attorney Review:	03/10/2023
Vote:	6 Aye 0 Nay 0 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, 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

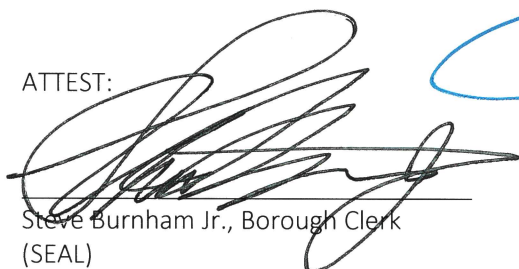
WHEREAS, using personal email to correspond on municipal business subjects the Municipality to finding, retrieving, and storing that email correspondence from those personal devices if a public records act request is submitted to the Municipality; and


WHEREAS, elected officials, 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, 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 16th day of March, 2023.

ATTEST:


Steve Burnham Jr., Borough Clerk
(SEAL)


Andrew Cremata, Mayor

