



POLICY - County Council Electronic Communications– Citizen Emails

DATE: October __, 2020

Purpose:

The purpose of this policy is to set out the appropriate guidelines for forwarding and use of citizen emails received by members of County Council.

Policy:

It is the policy of County Council to encourage citizens' direct access to County Council members to help develop public policy. Council members recognize that the manner in which citizen emails are handled represents and reflects upon the County's public image. Council members should be mindful that information contained in citizen emails may contain identifying information which, if widely disseminated, could unintentionally be used by others to directly contact citizens regarding their opinions and beliefs. Upon receipt of an email, Council Members should treat the email as an individual communication to which the member may or may not respond or forward the email to the County Administrator, County Attorney or Clerk to Council for referral to a staff member for response. Council members will be mindful of the unintentional effects of forwarding citizen emails to others and should exercise discretion when forwarding personally identifying information contained in citizen emails. This policy is to be applied in a manner consistent with the South Carolina Freedom of Information Act ("FOIA").