

Arrowsic Town Email Policy

TOWN OF ARROWSIC

Policy: Email Addresses

Background: More municipal business is commonly conducted via email. To facilitate management of emails, the Town of Arrowsic will offer [Arrowsic.org](https://arrowsic.org) email addresses to town officials.

The purpose of this policy is to facilitate segregating official and personal email communications by Town Officials. Since emails are subject to requests under the Federal Freedom of Information Act, it is in the best interest of both the Town and the Town Officials to keep Town business separate from personal email.

Policy

The Town of Arrowsic will offer official “arrowsic.org” email accounts to elected and appointed officials.

To obtain an official “arrowsic.org” email address, Town Officials should send the desired username to the Town Administrator along with any notes or special requests.

Town Officials shall use the format `firstname.lastname@arrowsic.org` (e.g. john.doe@arrowsic.org). In some situations, the officials may request and use email addresses based on the committee or department function, (e.g. news@arrowsic.org).

[Arrowsic.org](https://arrowsic.org) email addresses can only be used while the person has an official position with the Town. All emails received after the person is no longer a Town official will be forwarded to a person designated by the Select Board for 30 days after which the account will be closed.