

RESOLUTION NUMBER R17-017

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SAFFORD, GRAHAM COUNTY, ARIZONA, SOCIAL MEDIA.

WHEREAS, the City Council wishes to establish a Social Media policy; and,

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SAFFORD, that staff shall establish a Social Media policy as follows; and further, all previous resolutions or statements of policy concerning the Social Media policy hereby rescinded and superseded by this resolution. Updates will be as follows:

The purpose of this policy is to outline guidelines for authorized users as it relates to public outreach and communication of official City business, services and events on social media. The City Manager will select all authorized users.

Official City Social Media Sites

All official City social media sites will be administered by authorized users. These social media sites shall be used for the purpose of informing the public about City business, services and events. Individual departments, commissions, committees or boards are prohibited from having their own separate pages/sites unless approved by the City Manager's Office. The City's Website, www.cityofsafford.us, will remain the official location for content regarding City business, services and events. Whenever possible, links within social media formats should direct users back to the City's Website for more information, forms, documents or online services. Each social media site used by the City shall include an introductory statement that clearly specifies the purpose of the site.

Disclosure of Confidential Information

Authorized users shall not disclose information about confidential City business. When using any social media sites, compliance with Arizona's open meeting laws and public records must be adhered to.

Posting/Commenting/Responses

All official social media postings, replies and comments by the City will be done solely on officially approved City social media sites by authorized users. The City Manager's Office or designee(s) will determine whether the City will engage in responses to comments on social media sites as appropriate. The City may invite others to participate in its social media sites. Such invitations will be based upon the best interests of the City as determined by the City Manager.

Pursuing /Using New Social Media Sites

All requests for the use of new social media sites and services to promote City business, services or events must be submitted to the City Manager's Office for prior approval.

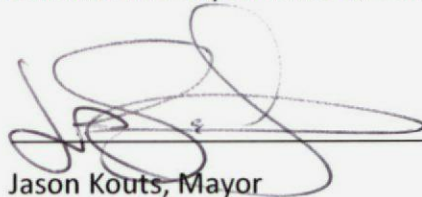
Records Management

Messages sent to social media accounts will be treated as general correspondence and kept in

accordance with retention schedules provided by the Arizona State Library and Archives Records Management Division.

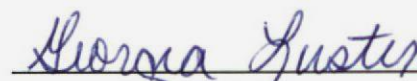
The City of Safford, via the City Manager, reserves the right to restrict or remove information or content from any official City social media site or temporarily or permanently suspend access.

PASSED AND ADOPTED by the City Council of the City of Safford, Graham County, Arizona this 14th day of August, 2017.



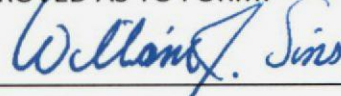
Jason Kouts, Mayor
City of Safford

ATTEST:



Georgia Luster, MMC
City Clerk

APPROVED AS TO FORM:

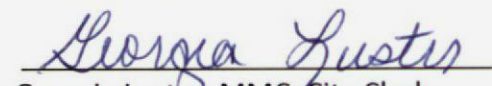


William J. Sims, III
City Attorney

State of Arizona)
) ss
County of Graham)

CERTIFICATION

I HEREBY CERTIFY, that the foregoing Resolution Number R17-017 was duly passed and adopted by the Mayor and City Council of the City of Safford, Graham County, Arizona, at a Council Meeting held August 14, 2017, and that a quorum was present at the meeting.



Georgia Luster, MMC, City Clerk

August 14, 2017
Date: