

TOWN OF ORROCK
WEB CONTENT POLICY
Adopted: May 24, 2023

PURPOSE

The Town maintains a website to assist in the communication of Town business with its residents. It is the Board's desire to ensure that information presented on the website is accurate and authorized by the Town Board. Therefore, when considering the use of a website to communicate Town information, the Board must consider and balance many factors. Factors considered include, but are not limited to information accuracy, who shall be granted administrative duties and what materials shall be authorized for public viewing via the internet.

POLICY

I.TOWN INFORMATION WHICH WILL BE ACCESSIBLE ON TOWN WEBSITE

Only Board approved documents. Exceptions to this rule are Draft Meeting Agendas and Draft Annual Meeting Minutes. The following categories are some which will be available:

- Approved Meeting Minutes
- Clerk's Meeting Packet
- Town Board Contact Information
- Certain Town Resolutions, Ordinances and Policies
- Certain Town Permit Applications and Procedures to Make Application
- Required Postings

II.ITEMS WHICH SHALL NOT BE AVAILABLE ON TOWN WEBSITE

- Information which is private in nature and may be subject to the Data Privacy Act shall not be made available on the Town website
- Unapproved/Draft documents, except for Draft Meeting Agendas and Draft Annual Meeting Minutes

III.THE TOWNSHIP'S WEBSITE MAY PROVIDE LINKS TO WEBSITES FOR:

- Upcoming events of interest to residents
- Governmental and educational institutions
- Not-for-Profit organizations with some relationship to the Township
- Generally recognized community organizations
- Utility and refuse providers in the Township

IV.THE TOWNSHIP'S WEBSITE WILL NOT PROVIDE LINKS TO WEBSITES FOR:

- Candidates for local, state or federal offices
- Political organizations or other types of organizations advocating a position on a local, state or federal issues
- Religious institution advertisements
- Corporate or for-profit organizations (unless they fit any of the criteria stated above)
- Individual or personal websites.

V.ADMINISTRATION

The Town Board shall designate at least one person to be the administrator of the website.

VI.DISCLAIMER

Every effort has been made to ensure the accuracy of the information provided through the Orrock Township website. However, due to the possibility of unauthorized access to the data,

transmission errors, or changes made since the last update to the website, the information should not be deemed reliable for legal purposes. Please contact the Township clerk to verify the accuracy of the data.

Approved and adopted, by the Orrock Town Board, this 24th day of May 2023.

Bryan Adams, Chair

Attest: _____
Chris Weber, Clerk