

Town of Meredith - Administrative Regulation

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Approved By: Phillip L. Warren, Jr.

SUBJECT: INTERNAL COMMUNICATIONS

I. **Purpose**

To ensure that internal communications between departments, supervisors, employees and members of boards and commissions are transmitted in a consistent manner.

II. **Policy**

Each employee shall be issued a Town of Meredith email address at the time of hire. Employees shall also be provided instructions on how to use the email system both on site and off site. Any questions on the operation of the email system shall be directed to Information Technology. This email address shall be the primary point of contact for each employee.

All communications between Town of Meredith employees, departments and supervisors that may have been transmitted in paper format shall be transmitted exclusively by e-mail, using the meredithnh.org email address assigned to each employee.

Paper memorandum shall be not used. Only in cases where state and federal law dictates shall a paper document be generated.

To ensure that information is transmitted effectively, each employee shall check his or her meredithnh.org email account no less than once each workday.

A master list of employee email addresses is maintained by the Town Manager, for the purpose of sending a “blanket” email to all employees when appropriate. Parties that wish to have information sent out in this fashion shall submit it to the Town Manager for consideration.

III. **Maintenance of Correspondence**

Consistent with state laws regarding retention of records, employees shall not delete emails that are received or sent, without prior permission from the Town Manager. The Town Manager shall work with staff to establish an electronic records retention schedule to efficiently utilize data processing hardware while ensuring proper retention of records.

Phillip L. Warren, Jr.
Town Manager
6-15-2010