

SOCIAL, OPEN AND PUBLIC: HOW TO BLOG, TWEET AND SHARE WITHIN THE REQUIREMENTS OF THE PUBLIC RECORDS LAW

Presented by:

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PUBLIC RECORDS LAW OVERVIEW

- New Law, Same as the Old Law
- Definition of Public Record



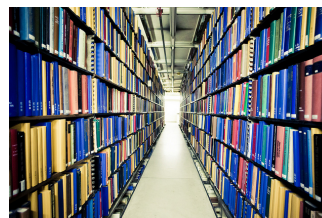
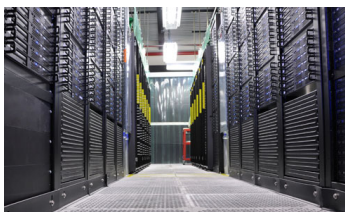
“[A]ll books, papers, maps, photographs, recorded tapes, financial statements, statistical tabulations, or other documentary materials or data, regardless of physical form or characteristics, made or received by any officer or employee of any agency, executive office, department, board, commission, bureau, division or authority of the commonwealth, or of any political subdivision thereof ... unless such materials or data fall within the following exemptions ...”

M.G.L. c. 4, Sec. 7, Clause 26

PUBLIC RECORDS LAW OVERVIEW

- Requirements:
 - Preservation and Retention of Records

- Access to Records



PUBLIC RECORDS LAW OVERVIEW

- Consequences of Non-Compliance:
 - Public Image
 - Orders from the Supervisor of Public Records
 - Lawsuits
 - Attorney's Fees and Costs
 - Litigation Sanctions



SOCIAL MEDIA

- Social Media Policy
- Personal vs. Public
- Retention Rules
- Access to Records



BLOGS AND WEBSITES

- Personal vs. Public
- Retention Rules
- Access to Records
- Benefit of Posting Records



EMAILS AND TEXTS

- Personal vs. Public
- Retention Rules
- Access to Records
- Key Exemptions
 - Personal Notes
 - Privacy Exemption
 - Transitory Messages



TIPS:

1. Follow your town's Social Media Policy.
2. Understand your town's Records Management Plan.
3. Post as many records as possible on the town website.
4. Get a town email address and use it for all town business.
5. If you must use a personal email account, create a separate folder for messages sent or received for municipal business.
6. Avoid texting, or limit texts to transitory messages.

