



## ADMINISTRATIVE DIRECTIVE

Title: Use of Town Distribution List for E-mail
Issuing Department: Town Manager's Office
Effective Date: June 5, 2018
Approved: Jamsheed Mehta, Town Manager
Type of Action: Revision

### 1.0 PURPOSE

The Town distribution list was established as a way to quickly and efficiently provide employees with information regarding Town-related business and activities. The purpose of this directive is to ensure the proper use of the Town distribution list in accordance with relevant Town policies, and to keep employee e-mail volume at a reasonable level.

### 2.0 DEPARTMENTS AFFECTED

All Town of Marana departments and employees

### 3.0 REFERENCES

- 3.1 Town of Marana Personnel Policies and Procedures, Policy 5-4: Use of Communications Systems and Equipment
- 3.2 Town of Marana Administrative Directive: Electronic Mail (E-mail) Retention & Storage

### 4.0 DEFINITIONS

- 4.1 Sponsorship or support: An event or program that is provided cash or in-kind assistance by the Town.
- 4.2 Town distribution list: A feature of the Town's e-mail system that allows a user to send an e-mail to multiple recipients; the Town distribution list includes all employees and officials who have Town e-mail accounts.

### 5.0 POLICIES AND PROCEDURES

- 5.1 Permissible uses. The Town distribution list is to be used only for sharing information related to Town business and events and programs that are hosted, sponsored or supported by the Town. This includes events and programs initiated by community partners, including, but not limited to, the Marana Chamber of Commerce, Marana Health Center and Marana Community Food Bank.

5.2 Prohibited uses. The Town distribution list may not be used for any improper or prohibited use, including, but not limited to:

5.2.1 The solicitation of others for commercial ventures or religious, social or political causes.

5.2.2 Personal business, jokes or “chain” e-mails.

5.3 Process. The Town distribution list is administered by the Town Manager’s Office and maintained by the Technology Services Department. Employees who wish to have an item sent through the Town distribution list must submit the item to the Communications Manager.

5.3.1 Notwithstanding the foregoing, the Human Resources Department may use the distribution list to distribute benefits and other employee-related information, and Facilities and Technology Services staff may use the distribution list to distribute information in emergency situations.

## 6.0 RESPONSIBILITIES

6.1 All employees are responsible for compliance with this directive and proper use of the Town e-mail system.

6.2 The Town Manager’s Office shall ensure that all e-mails sent using the Town distribution list comply with this directive.

## 7.0 ATTACHMENTS

[Reserved]

**REVISION HISTORY**

<i>REV</i>	<i>DESCRIPTION OF CHANGE</i>	<i>DATE</i>
<b>OR</b>	Original Release	2/1/15
<b>REV</b>	Revision	6/5/18

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