



Township Email Recommendation

11-13-2023

It is recommended by MAT, Kennedy & Graven and Couri & Ruppe, that townships establish a township email protocol.

MN Statutes 15.17 – Official Records

Subd. 1: All officers and agencies of the state, counties, cities, towns, school districts, municipal subdivisions or corporations, or other public authorities or political entities within the state, hereinafter "public officer," shall make and preserve all records necessary to a full and accurate knowledge of their official activities.

Subd. 3: Every legal custodian of government records, at the expiration of that official's term of office or authority, or on the official's death a legal representative, shall deliver to a successor in office all government records in custody; and the successor shall receipt therefor to the predecessor or legal representative and shall file in the office a signed acknowledgment of the delivery. Every public officer shall demand from a predecessor in office, or the predecessor's legal representative, the delivery of all government records belonging to the office.

MN Department of Administration

There are generally three categories of work-related email.

1. Email that contains data considered to be an official record. Must be maintained according to an established Records Retention Schedule.
2. Email that serves an existing purpose for an officer/employee to perform his/her work or to serve customers, but not an official record.
3. Emails that are not part of an official record and no longer serves a useful official purpose.

Recommendation:

- Migrate to town email using 'missiontownship.org domain using Midwest Captions (current website administrator) as host.
- Would use webmail (accessible via any browser) and Outlook to manage email.
- Would provide emails with large 25GB mailboxes; has spam and virus filters; unlimited email aliases; and autoreply, redirect, and group list features. Also allows for multiple folders to organize emails.
- Email archiving (via Rackspace Technology) would also be available.
- Would have established accounts that carry-over with new officials (i.e. Supervisor A@missiontownship.org).
- Midwest Captions would manage transition when new officers are elected or appointed.
- Cost is \$6-7/month per email account. Initially estimate needing 8-10 accounts so \$70/month.
- Create a transition plan to archive existing email and start new by end of year.