



POLICY

Dublin San Ramon Services District

Policy No.:	P200-12-1	Type of Policy:	General
Policy Title:	Social Media		
Policy Description:	Establish consistent standards for and ensure appropriate use of social media administered by the District.		
Approval Date:	June 19, 2012	Last Review Date:	2012
Approval Resolution No.:	27-12	Next Review Date:	2016
Rescinded Resolution No.:	N/A	Rescinded Resolution Date:	N/A

It is the Policy of the Board of Directors of Dublin San Ramon Services District:

To establish consistent standards for, and ensure appropriate use of, District sponsored social media sites (i.e., sites established and administered by the District).

- A. All official District presences on District sponsored social media sites are considered an extension of the District's network and are subject to all related District policies, including, but not limited to, policies and personnel rules on records retention, the web site, Board correspondence, and the use of electronic media.
- B. Only authorized individuals shall have permission to create, publish or comment on behalf of the District on District sponsored social media sites.
- C. The official web site for the District remains the District's primary and predominant internet presence, www.dsrsd.com
- D. District sponsored social media posts are a public record subject to disclosure under the California Public Records Act (Government Code § 6250 to 6270). Therefore, all material posted on District sponsored social media sites must be archived and managed in accordance with the applicable records retention schedule.
- E. All District sponsored social media sites will be established and administered in compliance with all applicable federal, state, and local laws.

The General Manager shall develop comprehensive rules in furtherance of this policy.