

**Town Website Policy**  
**Town of Grafton, Vermont**  
**Adopted by Selectboard on May 7, 2018**

**Section 1: Title and Authority**

This policy shall be known as the Town of Grafton website policy. It has been adopted by the Town of Grafton Selectboard pursuant to 24 V.S.A. §§ 1121, 1122, and 872.

The Selectboard reserves the right to amend any of the provisions of this website policy for any reason and at any time, with or without notice.

This website and social media policy will be administered by the Town Administrator or the Administrator's authorized representative.

**Section 2: Purpose.**

This document outlines the policies and procedures for and town use of the Town website. The purpose of this policy is to provide standards and procedures for the appropriate use of the website when conducting town business. The town may utilize the website to communicate information related to the business of the town directly to the public. It is not a forum for public discussion of Town business. The Town website is reserved for town government to engage in its own expressive conduct to communicate legally required notices and announcements to the public as well as its own message. The purpose of the website is not to carry public comment or discussion, but rather to inform the public and thus promote comment and discussion in other forums.

**Section 3: Content Management**

The Selectboard designates the Town Administrator (TA) as Moderator of the Town website and authorizes the TA to monitor, manage, and oversee all content on the Town website to ensure adherence to this policy, including appropriate use, messaging, and branding that is consistent with the interests, goals, and objectives of the Town.

The TA/Moderator retains the sole authority to add or remove information from Town website. The TA may authorize the Town Clerk and the Town Assistant Clerk to add or remove information from the Town website. The TA may authorize the Town Administrative Officer/Planner for the Planning Commission, as well as the clerk of any Selectboard-appointed Town committee, to access the Agenda and Minutes page of the website only, and only for the purpose of posting agendas and/or minutes. All other posts desired by a committee or commission may only be posted by the TA.

Except for hyperlinks to State or Federal Government websites, at no time and under no circumstances shall the Town website contain hyperlinks to other websites. This prohibition may be overridden only by the majority vote of the Selectboard taken at a validly called public meeting. When hyperlinks are posted on the website by authority of the Selectboard, the town does not guarantee the authenticity, accuracy, appropriateness, or security of posted hyperlinks or websites or content linked thereto.

At no time and under no circumstances shall the Town website contain any promotional or other advertising for a fee or otherwise.

**Section 4: Copyright Infringement Notification**

The town complies with the provisions of the Digital Millennium Copyright Act of 1998 (DMCA). Federal law (U.S. Copyright Act, Title 17 of the US Code, and, more recently, the Digital Millennium Copyright Act, 105 PL 304) makes

it illegal to download, upload, or distribute in any fashion copyrighted material in any form without permission or a license to do so from the copyright holder.

The following notification shall be made accessible on the town's official website:

*If you believe that any material on the town's official website infringes on any copyright which you own or control, you may file a notification of such infringement with the Town Administrator at 117 Main Street, PO Box 180, Grafton, VT 05146, Tel. No. 802 843 2552, email [townadmin@grastonvt.org](mailto:townadmin@grastonvt.org).*

**Section 5: Public Records Law – Compliance**

Town website is subject to Vermont's Access to Public Records Law.

All files, documents, data, and other electronic messages created, received, or stored on the town's computer system are open to review and regulation by the town and may be subject to the provisions of Vermont's Public Records Law. A public record consists of any written or recorded information, regardless of physical form or characteristics, which is produced or acquired in the course of town business. Public records, regardless of format, are available for inspection and copying unless there is a specific statute exempting the record from public disclosure. Those records exempt from public inspection and copying are set out at 1 V.S.A. § 317(c).




The town's official website shall clearly indicate that any articles and any other content or comments posted or submitted for posting in whatever format are subject to public disclosure. Content related to town business shall be maintained in an accessible format so that it can be produced in response to a public records request. Users shall be notified that public disclosure requests must be directed to the proper custodian of public records. The name, title, and contact information for the proper custodian of public records shall be posted on the website.

**Section 6: Public Records Law – Retention**

Relevant town records retention schedules apply to content on the town's official website. Content posted or submitted for posting shall be retained pursuant to Vermont's Public Records Law in its standard format and in accordance with applicable disposition orders and retention schedules as established by the Vermont State Archivist.

ADOPTED this 7 day of May, 2018.

SIGNATURES of TOWN OF GRAFTON, VERMONT SELECTBOARD.

  
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Allen D. Sads  
  
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Cathy Seawood  
  
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Cynthia Little

TOWN CLERK'S OFFICE, GRAFTON, VERMONT  
Received for record May 8 2018  
at 2 o'clock 10 minutes P. M.  
and recorded in Book misc Page \_\_\_\_\_  
Attest Keim Record  
Town Clerk