

## **Agreement for Use of the City's E-mail System by Board Members**

I understand that an e-mail address is provided to me for my use as a board member. In consideration for the use of the City server and the City e-mail address provided to me for my use of the address and the server, I acknowledge and agree that:

1. The address and the attendant access to the City e-mail server is solely for my use as a City board member and not for any personal, business, campaign, or political purposes whatsoever.
2. I agree not to send any messages except for a purpose related to my board membership.
3. I agree not to use the server to support, oppose, or express an opinion on any candidate for electoral office or on any ballot proposition submitted to the voters for a vote.
4. While I cannot completely control what messages are sent to the address, I agree not to use the address to solicit or subscribe to news feeds, distribution lists and other automated e-mail distributions; and I agree to unsubscribe to unsolicited messages of this nature. I also agree to ask a person sending a message to my City e-mail account that does not relate to board business to use a personal account.
5. I understand and, by my use of the e-mail address and server, I agree that I have no expectation of privacy in the content of any e-mail sent or received by me on this server.
6. I understand that the messages sent and received on the server are subject to the Texas Public Information Act and may have to be searched to find information responsive to a Public Information request, and may have to be produced by the City for public inspection.
7. Should I receive a communication related to my service as a board member on a non-City account, I agree to promptly forward the communication to the City account and, to the greatest extent feasible, advise the sender to use the City account for all future correspondence related to my service as a board member.

8. I agree to cooperate fully with the City in looking for information on the server that may be responsive to a request for information under the Public Information Act.
9. I agree and understand that content on the server is subject to retention under the Texas Local Government Records Act, and that I cannot delete City related content from the server.
10. I agree to send any messages related to my service as a City board member received by me on a personal e-mail account, or by means of any other electronic messaging technology, to my City e-mail account, and to ask the person sending the message to send future messages relating to City board business to my City e-mail address.
11. I release and indemnify the City from any liability to me, or created by me, by my use of the City server.

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Name

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Date