

Warren County Records Center & Archives

Social Media Policy

I. Purpose

This policy establishes guidelines for the use of social media sites by the Warren County Records Center and Archives. The intended purpose behind establishing Records Center & Archives social media sites is to disseminate information about the center's events, research, projects, outreach initiatives, findings, news, information, etc. to the general public.

Social media is content created by individuals, using accessible, expandable, and upgradeable publishing technologies, through the Internet. It provides ways for users to interact (such as file sharing and discussion groups) to build communities of people with common interests. Warren County web logs or "blogs" facilitate further discussion of topics related to governance by providing members of the public the opportunity to submit comments regarding the shared information. For purposes of this policy, "comments" include information, articles, pictures, videos, or any other form of communicative content posted on a Warren County social media site.

II. Content Management

Staff representatives from the Warren County Records Center & Archives will monitor content on social media sites to ensure adherence to both the Social Media Policy and the interest and goals of the Warren County Records Center & Archives. The staff representative of the Records Center & Archives will be authorized to create, edit and delete posts. Currently, platforms that will require moderation are the Records Center & Archives' Facebook page, YouTube page, and blog created using WordPress. Content on all sites will be updated at the discretion of the staff moderator. Some events, occasions, and topics may influence more updates and participation than others. Participation is encouraged and the moderator will have a daily presence on the social media sites during normal work hours to monitor activity and respond to comments and messages. If the moderator decides to remove a post in accordance to the retention schedule, Public Records Policy or Social Media Policy, they shall do so consistently so all posts are maintained with regularity.

III. General Policy

1. The establishment and use by the Warren County Records Center & Archives of social media sites are subject to approval by the Records Manager and Archivist of the county. All Warren County Records Center & Archives social media sites are to be administered by the Records Center & Archives staff.
2. Sites maintained by the Warren County Records Center & Archives shall make clear that they are maintained by the Records Center & Archives and that they follow the Social Media Policy of both the Records Center & Archives and Warren County.
3. Social media sites should link back to the official Warren County Internet site for forms, documents, online services, and other information.
4. A staff representative from the Records Center & Archives will monitor content on the social media sites to ensure adherence to both the Social Media Policy and the interest and goals of the Warren County Records Center & Archives.

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5. Guidelines shall be displayed and made readily available to users.
6. The Warren County Records Center & Archives website at <http://www.co.warren.oh.us/recordscenter/> will remain the Records Center & Archives primary and predominant internet presence for official department business, contact, assistance, and information.
7. All social media sites maintained by the Warren County Records Center & Archives shall adhere to applicable federal, state, and local laws, regulations, and policies.
8. Social media sites are subject to the Ohio Public Records Act. Any content maintained in a social media format related to the Records Center & Archives, including a list of subscribers, posted communications, and communication submitted for posting, may be public record, subject to public disclosure.
9. The Records Center & Archives reserves the right to restrict or hide any content that is deemed in violation of the Social Media Policy or any applicable law.
10. Comments on topics or issues not within the jurisdictional purview of the Warren County Records Center & Archives may be hidden or removed.
11. Any blog post, comment, Facebook post, etc. removed from a Records Center and Archives social media page that is a public record must be kept in accordance with the Warren County General Retention Schedule and Records Center Retention Schedule.
12. Employees are representing the Records Center & Archives and Warren County through these social media sites, and shall conduct themselves at all times as a representative of the County and in accordance with the Warren County Personnel Policy.
13. Employees representing the Records Center must also comply with the Warren County Personnel Policy 7.23 Social Media Policy, page 139 related to Social Media Limitations.
14. This Social Media Policy is in addition to the Social Media Policy of the county, and can be revised at any time.

IV. Comment Policy

These sites are intended to serve as a mechanism for communication between the public and the Warren County Records Center & Archives so long as discussions remain appropriate and are compliant with the Public Records Policy and Social Media Policy. As a public entity, the Warren County Records Center & Archives must abide by certain standards to serve all of its constituents in a civil and unbiased manner. Establishing Records Center & Archives social media shall comply with its mission, which is to serve the public through the protection and access to public records that document the activities and functions of Warren County government. Any comments submitted to this page and its list of subscribers is subject to public records disclosure pursuant to Section 149.43 of the Ohio Revised Code, if applicable. Records requests made through social media will be handled and managed according to the Warren County Board of Commissioners Public Records Policy and the Ohio Sunshine Laws.

A comment posted by a member of the public on any Warren County Records Center & Archives social media site is the opinion of the commenter or poster only, and publication of a comment does not imply endorsement of, or agreement by, the Warren County Records Center & Archives, nor do such comments necessarily reflect the opinions or policies of the Warren County Records Center & Archives or Warren County government as a whole.

The Warren County Records Center also reserves the right to preserve, save, and repost any posted materials from the public that are deemed as historically valuable and fits within the Records Center & Archives Mission and Purpose Statement, and the Collection and Donation

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Policy at <http://www.co.warren.oh.us/recordscenter/Donation.aspx> . This includes, but is not limited to: comments, direct messages, photographs and audiovisual files.

Comments posted to this page will be monitored during regular business hours, including comments requesting responses and in violation of this policy, and may be removed during off hours if they are in violation of this policy. The Warren County Records Center & Archives reserves the right to deny access to its social media sites for any individual who violates the Warren County Records Center & Archives Social Media Policy at any time without prior notice. When a Warren County Records Center & Archives employee responds to a comment in his/her capacity as a Warren County employee, the employee's name and title shall be made available, and the employee shall not share personal information about himself or herself, or other County employees. Perceived misuse by an employee should be reported directly to the Records Manager, who will make a determination of appropriate discipline.

All comments posted to any Warren County Facebook site are bound by Facebook's Statement of Rights and Responsibilities, located at <http://www.facebook.com/terms.php>. All comments posted to any Warren County YouTube site is bound to YouTube's Community Guidelines, located at <https://www.youtube.com/yt/about/policies/#community-guidelines>. The Warren County Records Center and Archives reserves the right to report any violation of these policies to the respected social media site with the expectation that the social media site will take appropriate and reasonable responsive action. Warren County Records Center & Archives reserves the right to remove or hide inappropriate comments containing, but not limited to the following types of content:

- Vulgar, profane, obscene, violent, or offensive language and sexual content or links to sexual content;
- Content that promotes, fosters, or perpetuates discrimination on the basis of race, color, age, religion, sex, national origin, military status, disability, genetic information, or sexual orientation;
- Comments not related to the original topic, including random or unintelligible comments;
- Comments posted by users under the age of 13;
- Spam or solicitations of commerce, including but not limited to advertising of any business or product for sale;
- Content that advocates illegal activity and violation of any federal, state, or local law;
- Endorsement or advertisement of a vendor's products or services;
- Content that supports or opposes political views, campaigns, or ballot measures;
- Infringement upon copyrights or trademarks;
- Information that may tend to compromise the safety or security of the public or public systems;
- Defamatory or personal attacks;
- Threats to any person or organization;
- Repetitive or duplicative posts by single or multiple users.

V. Resource Policy

Various resources (including, but not limited to, primary source activities and K-12 projects) are available through the Warren County Records Center & Archives blog. These documents have been produced and digitized by the Records Center & Archives staff along with

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County partners, and made available for educational use. Curriculum for projects and activities were developed at the Records Center & Archives with guidance from local school teachers, historical societies, and online resources like the Ohio New Learning Standards. Primary sources may be used for educational purposes with or without their corresponding activities and project guidelines. Hard copies and additional materials can be requested through the Warren County Records Center & Archives. Contact information for all institutions participating in this outreach initiative can be found on the Warren County Records Center & Archives blog.

VI. Links, Endorsement, and Advertising

These sites may contain hypertext or other links to external Internet sites that are not provided or maintained by the Warren County Records Center & Archives. Please note that the Warren County Records Center & Archives cannot guarantee the accuracy, relevance, timeliness, or completeness of these external sites. Any posted hyperlinks shall be accompanied by a disclaimer stating that Warren County does not guarantee the authenticity, accuracy, appropriateness, or security of the link, website, or content linked thereto.

In addition to material posted by the Warren County Records Center & Archives, this page may include ads and suggestions for other profiles to view selected by the social media site that links to third party sites included in user comments. The inclusion of these ads, profiles, and links is outside of the control of the Warren County Records Center & Archives and are not an official endorsement of any product, person, or service, and may not be quoted or reproduced for the purpose of stating or implying endorsement or approval of any product, person, or service. The Warren County Records Center & Archives does not receive any revenue from any of these links of sites.