

COMMUNICATION POLICY

This policy pertains to the collection, distribution, access, use and security of written communications transmitted to or on behalf of the Frelinghuysen Township Clerk, the Mayor and Committee Members.

I. Written Communications

Any and all written communications intended for response by either the Frelinghuysen Township Clerk, Mayor or Committee Members of the Township Committee must be forwarded to the Township Clerk located at the Frelinghuysen Township Municipal Building, 210 Main Street, Johnsonburg, New Jersey 07825. Written communications shall include the name of the person submitting the communication.

A. Written Communications to the Mayor or Specific Committee Members.

Upon receipt of a written communication intended for the Mayor or a specific Committee Member, the Township Clerk will disseminate the same to addresses. If the addressee decides to respond to a communication, he/she will forward a response to the Township Clerk, who will then forward the same to the party who submitted the communication.

B. Written Communications to the Governing Body as a Whole.

Upon receipt of written communications intended for the Mayor and Township Committee, i.e., the Governing Body as a whole, the Township Clerk will disseminate the same to each member of the Governing Body. If a member of the Governing Body decides to respond to a communication, he/she will forward a response to the Township Clerk and copy all other Governing Body members.

C. E-Mail and/or Other Written Communications Not Received by Township Clerk

In the case of e-mail or other written communications sent directly to the Mayor or a specific Committee Member outside the Township Clerk's office, the addresses may directly respond to said communications. In the event a Committee Member responds to a communication, he/she will also forward a copy to the Township Clerk, who will then forward the same to all other members of the Governing Body.

D. Routine Items and/or General Information

In the event a person seeks general information which is available or accessible to the Township Clerk, the Township Clerk may provide that information as appropriate.

II. Responses

The Township Committee may provide responses to written communications only if each communication is accompanied with a name and address. The Township Committee will not respond to any unsigned or anonymous communications, including e-mail addresses not accompanied with a name and address.

III. Privacy Warning

Please note that in the State of New Jersey, laws exist to ensure that government is open and that the public has a right to access appropriate records and information possessed by state government. Any written communication directly or indirectly connected with official Township business shall be deemed to be a public record unless it falls within one of the exceptions set forth in the Open Public Records Act.

Your personal information will be safeguarded from public access unless such disclosure is required under the Right to Know law, the Common Law Right to Know, other State and/or Federal law or pursuant to any court order. Personal information includes such items as a social security number, unlisted telephone number, credit card number, and driver's license. If personal information is being used for a purpose other than what was intended when submitted, please contact the Township Clerk.

IV. Disclaimer

The Township Committee specifically disclaims any and all liability from damages in connection with any and all written communications transmitted to or on behalf of the Township Clerk, Mayor or Members of the Township Committee.

Dated: February 16, 2011