

Communication Attachment Policy

Implementation

- Each ward executive assistant is responsible for attaching email that are sent to their councilmembers.
- Personal information such as cell phone numbers and will be redacted before attaching; an individual's name, email address and city home location will be included if available.
- If wards are receiving numerous duplicative emails on a controversial issue, only one email needs to be attached and central support will report the number received; wards will be responsible for reporting the number of duplicative emails they receive.
- Mailed letters will also be attached by the ward executive assistants and personal information redacted as outlined above.
- Emails received at the Contact-Council address and transcribed voicemails will be attached by central support using the same personal information guidelines outlined above.
- All emails, voicemails and letters regarding an ex parte legislative item must be attached to the appropriate legislative file.
- For all other communication received, the ward executive assistant will ask the sender whether or not they want their communication attached to the public record. If so, the executive assistant can:
 - Request the sender submit their comments through the central voicemail or Contact-Council@ci.stpaul.mn.us;
 - Handle the communication themselves by attaching the email, transcribed voicemail or letter themselves to the appropriate legislative file