



## Plainfield Town Website and Online Open Government Guidelines

Approved by the Select Board, September 12, 2017

### Website Guidelines

1. **Website Address:** The primary address for the official website of the Town of Plainfield shall be plainfield-ma.us. The alternate address town.plainfield.ma.us will redirect users to the primary address.
2. **Purposes:** The town website is primarily for posting official town information; however the select board will have final say in what is posted to the website. Town Departments, Boards, Committees, and Officials as officially appointed or elected may submit information for posting.
3. **Non-town content:** The select board may allow links in separate sections of the town website to the websites of local non-profit organizations and businesses as a convenience to town residents. Organizations requesting a link must be incorporated in, or for unincorporated organizations, have their sole location in, the town of Plainfield.
4. **Website accounts:** User names will be in the form of a first initial followed by last name, e.g., jsmith for Jane Smith. Website accounts are the property of the Town of Plainfield and will be deactivated when an individual stops being a town employee or volunteer. Individuals should not share their access password with anyone.
5. **Administrators:** The select board will appoint a small number of people as administrators who have general access to upload and edit the website as a whole. These individuals serve as employees under the direction of the select board and do not represent a public body under the meaning of the Open Meeting Law.
6. **Page Editors:** Each department, board, committee, or official shall appoint a person to update and edit the specific page for that department, board, committee, or official. If not already an Administrator, these people will have limited website accounts that can edit just those specific pages.

### Open Government Guidelines

1. **Open Meeting Law:** Meeting announcements shall be posted as required by Town By Laws in the official locations. Boards and committees established by the select board are also required to submit meeting announcements and approved minutes to the website. Normal office hours, meeting times, and locations will be located on the individual web pages for each department, committee, or town official. As soon as practicable, departments, boards, committees, and

officials shall have their Page Editor use the website's open Government module to announce meetings, manage agendas, and upload minutes.

2. Public Records Law: Records on the website, including Zoning Bylaw, Town By Laws, the minutes of meetings and other documents, are for informational purposes and to comply with the distribution requirements of the Public Records Law, unless and until the Town By Laws are amended to state otherwise. Official copies of documents may be picked up at the Town Office. Minutes of meeting shall be submitted to the town clerk with a copy to [webmaster@town.plainfield.ma.us](mailto:webmaster@town.plainfield.ma.us) .
3. Document format: All documents uploaded shall be in Portable Document Format (PDF). and named beginning with the date in the format YYYY-MM-DD to enable chronological sorting.
4. Submissions: When possible, departments, boards, committees, and officials shall directly upload documents or update their specific pages via their appointed Page Editors. Bodies that have not yet appointed a Page Editor may submit changes, meeting announcements, and minutes by email to the administrators at [webmaster@town.plainfield.ma.us](mailto:webmaster@town.plainfield.ma.us) . Please allow five business days for these requests, including adding events to the calendar. All documents must be submitted in text, Microsoft Word or PDF format. Word documents and text will be converted to a PDF. Minutes of meetings and other documents will be uploaded as submitted, so be sure to check for typos. Person posting will not be checking documents submitted.