



## Los Angeles County Registrar-Recorder/County Clerk

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***Social Media Usage Statements and Disclaimers  
for the Los Angeles County Registrar-Recorder/County Clerk***  
*Pursuant to Los Angeles County Office of the CIO Technology Directive 12-06:  
Department Use of Social Media*

### **Overview**

The purpose and scope of the department's presence on social media is to uphold transparency and accessibility with the community of Los Angeles County.

Please note the following about social media usage by the Los Angeles County Registrar-Recorder/County Clerk (RR/CC):

- Social Media Sites (SMS) shall be approved by Public Information Officer (PIO); published using approved social networking platform and tools; and administered by Media and Communications Section of the RR/CC.
- Opinions expressed by visitors do not reflect the opinions of the department. Posted comments will be monitored and the Department reserves the right to remove obscenities, off-topic comments, personal attacks and any comments that are not consistent with the purpose of the Department social media sites.
- Any content posted or submitted for posting is subject to public disclosure.

### **General Policy**

The RR/CC manages Social Media Sites (SMS) — such as Facebook, Twitter, Instagram and YouTube — to provide a forum for improving communications with employees, government customers, and the general public. These SMS will discuss elections, records management operations and other government-related activities that pertain to the RR/CC. This SMS policy is subject to amendment or modification at any time to ensure the SMS's continued use is consistent with its intended purpose as a limited forum.

10/17/16

## **Personal Use**

All Department employees may have personal social networking and social media sites. These sites should remain personal in nature and be used to share personal opinions or nonwork related information. Following this principle helps ensure a distinction between sharing personal and Department views.

Department employees must never use their agency e-mail account or password in conjunction with a personal social networking or social media site.

The following guidance is for Department employees who decide to have a personal social media, or social networking account or who decide to comment on posts about official Department business:

- State your name and, if relevant, role, when discussing Department business;
- Use a disclaimer such as: “The postings on this site are my own and don’t reflect or represent the opinions of the Department for which I work.”

## **Posting Policy for Official Department SMS**

You are encouraged to share your comments, ideas, and concerns. This is a moderated SMS and the RR/CC will only post comments from contributors over 13 years of age that relate to topics on elections, records management operations and other government-related activities that pertain to the RR/CC. The RR/CC will review all comments before posting them.

Department will not publish information on agency social media sites that includes:

- Confidential information
- Copyright violations
- Profanity, racist, sexist, derogatory or offensive terms that target specific individuals or groups
- Partisan political views
- Commercial endorsements or SPAM
- clearly off-topic

Gratuitous links to sites are viewed as spam and may result in the comment being removed. Communications made through the SMS’s e-mail and messaging system will in no way constitute a legal or official notice or comment to the RR/CC or any official or employee of the RR/CC for any purpose. The content of all comments are released into the public domain, so do not submit comments that you do not wish to be broadcast to the general public. The RR/CC does not discriminate against views, but reserves the right to refrain from posting comments that do not adhere to this policy.

The RR/CC will make best efforts to review comments and post them as quickly as possible.

10/17/16

## **Advertising by SMS host**

Any references to commercial entities, products, services or other non-governmental organizations or individuals that are included in this SMS are provided solely for informational purposes only. These references are not intended to reflect the sponsorship or opinion of the RR/CC or its officers or employees concerning the significance, priority or importance to be given the referenced entity, product, service, or organization. Such references are not an official or personal endorsement of any product, person or service, and may not be quoted or reproduced for the purpose of stating or implying RR/CC endorsement or approval of any product, person or service.

## **Records Management**

All SMS must conform and comply with the RR/CC applicable records maintenance and disposition policies. Posts and comments to and from the Los Angeles County Registrar-Recorder/County Clerk, in connection with the transaction of public business, are subject to the Public Records Act and e-discovery laws and may be disclosed to third parties.

## **Linking Policy**

The SMS may include useful hypertext links or pointers to information created and maintained by other public and private organizations and individuals' SMS. The SMS provides these links and pointers solely for the SMS users' information and convenience. Please refer to the County's Disclaimer on advertising and hotlinks published at this [link](#).

## **Copyright Information**

Relevant links to SMS of the RR/CC are welcomed. Unless a copyright is indicated, information on the RR/CC SMS is public domain and may be copied and distributed without permission. Citation to the RR/CC as the source of information is appreciated. If a copyright is indicated on a video, photo, graphic, or other material, permission to copy the material must be obtained from the original source.

## **Public Affairs**

If you would like verification or a transcript of information released on RR/CC SMS or if you have any questions or comments about the information presented, please contact [mediainfo@rcc.lacounty.gov](mailto:mediainfo@rcc.lacounty.gov). Media inquiries shall also be directed to the [mediainfo@rcc.lacounty.gov](mailto:mediainfo@rcc.lacounty.gov).

10/17/16

## **Privacy**

The RR/CC will not share or sell any personal information obtained from users with any other organization or government entity except as required by law. Please refer to the County's Privacy Policy published at this [link](#). To protect your privacy, and the privacy of others, please do not include phone numbers, e-mail addresses, or other personal information in the body of your comment.

The RR/CC will not post comments from children under the age of 13 due to the Children's Online Privacy Act (COPPA). SMS are portals for information from the RR/CC. However, information posted on this SMS is not official policy of the RR/CC and will in no way grant anyone any rights, privileges, or standing on any matter. All information should be verified through official channels at the RR/CC. For additional information, please visit [www.lavote.net](http://www.lavote.net).

**10/17/16**