



City of Long Beach
Working Together to Serve

R-15
Office of Gerrie Schipske
Councilwoman, Fifth District
Memorandum

Date: April 6, 2010

To: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

From: Councilmember Gerrie Schipske, 5th District 

Subject: AGENDA ITEM: E-Mail Collection

DISCUSSION

The public is most sensitive about the use of email addresses they provide to anyone, including government. The public should feel secure that when they provide an email address to the City of Long Beach, either to a department or to an elected official, that the email address is not then sent to another entity or used for any other purpose other than to conduct government business with the resident.

Additionally, the public may not be aware that if they choose to share personal information such as an email address with the City of Long Beach (its departments or elected officials) that such information is a public record and can be disclosed in a public records request.

RECOMMENDATION

That the City Council direct Technology Services to display on every City website the following notice: If you choose to share personal information with the City of Long Beach by subscribing to an e-newsletter, sending us a message or filling out an electronic form with personal information, such as an e-mail address, we will use the information only for the purposes necessary to conduct government business with you. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to the City of Long Beach. Furthermore, that the City Council adopt a policy incorporating this notice in as much e-mail addresses received by City Council members shall not be given to another entity or used for any other purpose other than to conduct government business with residents.