

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

RESOLUTION 2025-08

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT, KITSAP COUNTY, WASHINGTON, ADOPTING A TEXT AND INSTANT MESSAGING POLICY FOR THE DISTRICT'S POLICY MANUAL

WHEREAS, the Bainbridge Island Metropolitan Park & Recreation District has in place a District Policy Manual that includes board, operational, and personnel policies that the Board of Commissioners adopts by resolution when new policies are needed, or current policies require revision; and

WHEREAS, this Resolution 2025-08 pertains to the addition of a text and instant messaging policy in the operational section of the District's policy manual; and

WHEREAS, it has been deemed necessary by staff and the board to implement this text and instant messaging policy; and

WHEREAS, a draft of the text and instant messaging policy was previously discussed at the April 17, 2025 board meeting; and

WHEREAS, this Resolution 2025-08 authorizes the cell phone use policy adopted on August 18, 2016 by Resolution 2016-17 to be replaced and superseded by the text and instant messaging policy,

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District, Kitsap County, Washington, that the remote work policy, a copy of which is attached hereto as Exhibit "A", be adopted and included in the District's Policy Manual.

PASSED by the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District, Kitsap County, Washington, at a regular meeting thereof held this 1st day of May, 2025, the undersigned commissioners being present.

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

BY: _____
Tom Goodlin

BY: _____
Dawn Janow

BY: _____
Jay C. Kinney

BY: _____
John Thomas Swolgaard

ATTEST: _____
Kenneth R. DeWitt

Policy Name: Texting and Instant Messaging
Section: 3000 Operational: 3100 Administrative
Policy Number: 0000

Purpose: To outline and regulate the use of text messaging and instant messaging for District business.

Reference: This policy supersedes the cell phone use policy adopted by Resolution 2016-17.

Policy:

Any text or instant message (IM) that has been sent or received by employees in connection with the transaction of District business is a public record that must be retained in accordance with Washington State Archives retention schedules and records retention laws. [RCW Chapter 40.14](#) contains regulations for the retention, preservation and lawful destruction of public records. Records must be managed according to the applicable Washington State Archives retention schedules and may be subject to disclosure under [RCW Chapter 42.56](#) the Public Records Act. The retention period for public records depends on the function and content of the record, not its format or method of transmission. A text or IM sent or received by an employee that relates to District business is a public record regardless of whether the device used is owned by the District or the employee.

Employees are prohibited from using personal devices or accounts to text or IM for District related business.

Text and IM are to be used only for transitory messages with a short-term retention value that can be destroyed when no longer needed for District business. The Washington State Archives defines "transitory records" as those which "only document information of temporary short-term value," provided that the records are: 1) not needed as evidence of a business transaction; and 2) not covered by a more specific records retention series.

When communications that are more than transitory are necessary, such communications shall occur in person, by telephone, or by email but not by text or IM. Text and IM will not be used to provide any working direction to staff which is not documented in some other form for retention purposes.

The following is intended to help manage the texts and IMs sent or received regarding District business:

- a. Employees may use text and IM for transitory messages only. Examples include informal notices of meetings, directions, scheduling information, and other routine messages which do not relate to the functional responsibility of the agency.
- b. Text and IM may not be used to send policy, contract, formal correspondence, or personnel related data. Sensitive information should not be sent by text or IM, (e.g. social security numbers, credit card numbers, passwords, etc.).
- c. Transitory messages should be deleted as soon as possible.
- d. If transitory messages do exist at the time a public records request is submitted to the agency, they may be responsive and if so need to be retained and produced.

All employees have records management responsibilities for business-related texts and IMs they send and receive and may be asked to identify records responsive to public disclosure or discovery requests.

Use of text or IM that is not in accordance with this policy is grounds for disciplinary action up to and including termination.