

GUERNSEY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES ADMINISTRATIVE PROCEDURES FOR THE SOCIAL MEDIA RECORDS

PURPOSE

The following guidelines must be displayed to users on all social media sites or made available by hyperlink.

MODERATION OF THIRD PARTY CONTENT

This board social media site serves as a limited public forum and all content published is subject to monitoring. User-generated posts will be rejected or removed (if possible) when the content

- is off-subject or out of context
- is a person/account that has been deemed inappropriate by the GCBDD
- contains obscenity or material that appeals to the prurient interest
- contains personal identifying information or sensitive personal information
- contains offensive terms that target protected classes
- is threatening, harassing or discriminatory
- incites or promotes violence or illegal activities
- contains information that reasonably could compromise individual or public safety
- advertises or promotes a commercial product or service, or any entity or individual
- promotes or endorses political campaigns or candidates
- does not meet the specifications of the filters set within the social media platforms set by the GCBDD and the Prosecuting Attorney.*

***Words added to profanity filter as instructed by the Prosecuting Attorney:**

the,of,to,and,a,in,is,it,you,that,he,was,for,on,are,with,as,I,his,they,be,at,one,have,this,from,or,ha
d,by,hot,word,but,what,some,we,can,out,other,were,all,there,when,up,use,your,how,said,an,eac
h,she,which,do,their,time,if,will,way,about,many,then,them,write,would,like,so,these,her,long,ma
ke,see,him,two,has,look,more,day,could,go,come,did,number,sound,no,most,people,my,over,kn
ow,water,than,call,first,who,may,down,side,been,now,find,any,new,work,part,take,get,place,ma
de,live,where,after,back,little,only,round,man,year,came,show,every,good,me,give,our,under,na
me,very,through,just,form,sentence,great,think,say,help,low,line,differ,turn,cause,much,mean,b
efore,move,right,boy,old,too,same,tell,does,set,three,want,air,well,also,play,small,end,put,home
,read,hand,port,large,spell,add,even,land,here,must,big,high,such,follow,act,why,ask,men,chan
ge,went,light,kind,off,need,house,picture,try,us,again,animal,point,mother,world,near,build,self,e
arth,father,head,stand,own,page,should,country,found,answer,school,grow,study,still,learn,plant
,cover,food,sun,four,between,state,keep,eye,never,last,let,thought,city,tree,cross,farm,hard,start
,might,story,saw,far,sea,draw,left,late,run,don't,while,press,close,night,real,life,few,north,open,s
eem,together,next,white,children,begin,got,walk,example,ease,paper,group,always,music,those,
both,mark,often,letter,until,mile,river,car,feet,care,second,book,carry,took,science,eat,room,frien
d,began,idea,fish,mountain,stop,once,base,hear,horse,cut,sure,watch,color,face,wood,main,eno

ugh, plain, girl, usual, young, ready, above, ever, red, list, though, feel, talk, bird, soon, body, dog, family, direct, pose, leave, song, measure, door, product, black, short, numeral, class, wind, question, happen, complete, ship, area, half, rock, order, fire, south, problem, piece, told, knew, pass, since, top, whole, king, space, heard, best, hour, better, true, during, hundred, five, remember, step, early, hold, west, ground, interest, reach, fast, verb, sing, listen, six, table, travel, less, morning, ten, simple, several, vowel, toward, war, lay, against, pattern, slow, center, love, person, money, serve, appear, road, map, rain, rule, govern, pull, cold, notice, voice, unit, power, town, fine, certain, fly, fall, lead, cry, dark, machine, note, wait, plan, figure, star, box, noun, field, rest, correct, able, pound, done, beauty, drive, stood, contain, front, teach, week, final, gave, green, oh, quick, develop, ocean, warm, free, minute, strong, special, mind, behind, clear, tail, produce, fact, street, inch, multiply, nothing, course, stay, wheel, full, force, blue, object, decide, surface, deep, moon, island, foot, system, busy, test, record, boat, common, gold, possible, plane, steady, dry, wonder, laugh, thousand, ago, ran, check, game, shape, equate, miss, brought, heat, snow, tire, bring, yes, distant, fill, east, paint, language, among, grand, ball, yet, wave, drop, am, present, heavy, dance, engine, position, arm, wide, sail, material, size, vary, settle, speak, weight, general, ice, matter, circle, pair, include, divide, syllable, felt, perhaps, pick, sudden, count, square, reason, length, represent, art, subject, region, energy, hunt, probable, bed, brother, egg, ride, cell, believe, fraction, forest, sit, race, window, store, summer, train, sleep, prove, lone, leg, exercise, wall, catch, mount, wish, sky, board, joy, winter, sat, written, wild, instrument, kept, glass, grass, cow, job, edge, sign, visit, past, soft, fun, bright, gas, weather, month, million, bear, finish, happy, hope, flower, clothe, strange, gone, jump, baby, eight, village, meet, root, buy, raise, solve, metal, whether, push, seven, paragraph, third, shall, held, hair, describe, cook, floor, either, result, burn, hill, safe, cat, century, consider, type, law, bit, coast, copy, phrase, silent, tall, sand, soil, roll, temperature, finger, industry, value, fight, lie, beat, excite, natural, view, sense, ear, else, quite, broke, case, middle, kill, son, lake, moment, scale, loud, spring, observe, child, straight, consonant, nation, dictionary, milk, speed, method, organ, pay, age, section, dress, cloud, surprise, quiet, stone, tiny, climb, cool, design, poor, lot, experiment, bottom, key, iron, single, stick, flat, twenty, skin, smile, crease, hole, trade, melody, trip, office, receive, row, mouth, exact, symbol, die, least, trouble, shout, except, wrote, seed, tone, join, suggest, clean, break, lady, yard, rise, bad, blow, oil, blood, touch, grew, cent, mix, team, wire, cost, lost, brown, wear, garden, equal, sent, choose, fell, fit, flow, fair, bank, collect, save, control, decimal, gentle, woman, captain, practice, separate, difficult, doctor, please, protect, noon, whose, locate, ring, character, insect, caught, period, indicate, radio, spoke, atom, human, history, effect, electric, expect, crop, modern, element, hit, student, corner, party, supply, bone, rail, imagine, provide, agree, thus, capital, won't, chair, danger, fruit, rich, thick, soldier, process, operate, guess, necessary, sharp, wing, create, neighbor, wash, bat, rather, crowd, corn, compare, poem, string, bell, depend, meat, rub, tube, famous, dollar, stream, fear, sight, thin, triangle, planet, hurry, chief, colony, clock, mine, tie, enter, major, fresh, search, send, yellow, gun, allow, print, dead, spot, desert, suit, current, lift, rose, continue, block, chart, hat, sell, success, company, subtract, event, particular, deal, swim, term, opposite, wife, shoe, shoulder, spread, arrange, camp, invent, cotton, born, determine, quart, nine, truck, noise, level, chance, gather, shop, stretch, throw, shine, property, column, molecule, select, wrong, gray, repeat, require, broad, prepare, salt, nose, plural, anger, claim, continent, oxygen, sugar, death, pretty, skill, women, season, solution, magnet, silver, thank, branch, match, suffix, especially, fig, afraid, huge, sister, steel, discuss, forward, similar, guide, experience, score, apple, bought, led, pitch, coat, mass, card, band, rope, slip, win, dream, evening, condition, feed, tool, total, basic, smell, valley, nor, double, seat, arrive, master, track, parent, shore, division, sheet, substance, favor, connect, post, spend, chord, fat, glad, original, share, station, dad, bread, charge, proper, bar, offer, segment, slave, duck, instant, market, degree, populate, chick, dear, enemy, reply, drink, occur, support, speed

ch, nature, range, steam, motion, path, liquid, log, meant, quotient, teeth, shell, neck, not, into, its, because, thing, when, become, really, something, another, great, American, program, government, Mr, today, without, national, different, business, issue, service, around, important, away, political, lose, however, member, almost, later, community, president, kid, information, social, understand, anything, public, already, others, health, within, research, guy, himself, teacher, education, across, although, maybe, policy, everything, including, actually, probably, college, someone, local, remain, yeah, former, sometimes, along, development, themselves, report, role, economic, effort, rate, heart, drug, leader, police, finally, return, military, price, according, decision, explain, relationship, federal, difference, international, building, action, model, society, tax, director, player, official, everyone, couple, site, project, activity, court, situation, easy, industry, image, itself, phone, data, recent, patient, worker, news, movie, personal, simply, technology, computer, attention, film, Republican, source, nearly, evidence, difficult, culture, billion, realize, available, likely, opportunity, choice, daughter, administration, husband, Congress, campaign, population, economy, medical, hospital, church, risk, future, involve, defense, anyone, increase, security, myself, certainly, sport, seek, per, officer, private, behavior, performance, quickly, goal, author, focus, foreign, upon, agency, recently, reduce, movement, concern, series, significant, usually, response, factor, decade, article, shoot, artist, scene, stock, career, despite, central, treatment, beyond, exactly, approach, fund, serious, media, individual, quality, pressure, accept, resource, identify, meeting, disease, whatever, argue, cup, particularly, amount, ability, staff, recognize, growth, loss, attack, herself, television, TV, training, election, everybody, physical, feeling, standard, bill, message, fail, outside, analysis, benefit, sex, lawyer, environmental, PM, professor, operation, financial, crime, stage, ok, authority, sort, knowledge, strategy, clearly, indeed, truth, democratic, environment, various, executive, hang, entire, forget, remove, manager, help, enjoy, network, legal, religious, memory, establish, nice, trial, expert, firm, Democrat, management, avoid, tonight, yourself, theory, impact, respond, statement, maintain, popular, traditional, onto, reveal, direction, weapon, employee, cultural, peace, pain, apply, shake, interview, manage, camera, structure, politics, perform, suddenly, discover, candidate, production, treat, affect, inside, conference, style, adult, worry, mention, specific, writer, throughout, challenge, institution, beautiful, instead, improve, stuff, detail, somebody, magazine, hotel, reflect, sexual, bag, marriage, tough, purpose, exist, whom, agent, owner, gas, ahead, generation, commercial, address, cancer, item, reality, coach, Mrs, violence, tend, investment, discussion, collection, task, partner, positive, civil, kitchen, consumer, shot, budget, painting, scientist, agreement, victim, newspaper, threat, responsibility, attorney, account, interesting, audience, dinner, vote, western, relate, debate, prevent, citizen, majority, none, admit, senior, assume, professional, mission, alone, customer, suffer, successful, option, participant, southern, eventually, video, global, Senate, reform, access, restaurant, judge, publish, relation, release, opinion, credit, critical, concerned, recall, version, stare, safety, effective, neighborhood, troop, income, directly, hurt, species, immediately, strike, freedom, absolutely, nobody, achieve, attitude, labor, refer, concept, client, powerful, perfect, therefore, conduct, announce, conversation, examine, attend, completely, variety, involved, investigation, nuclear, researcher, conflict, spirit, replace, British, encourage, argument, brain, afternoon, weekend, dozen, possibility, insurance, department, battle, beginning, date, generally, African, sorry, crisis, fan, stick, define, easily, vision, status, normal, Chinese, slowly, university, introduce, driver, attempt, park, lack, boat, distance, handle, survey, supposed, tradition, Soviet, refuse, sales, communication, screen, gain, resident, hide, club, potential, European, presence, independent, district, reader, Ms, contract, Christian, express, apartment, willing, strength, previous, obviously, interested, target, prison, guard, terms, demand, reporter, deliver, text, share, vehicle, flight, facility, understanding, average, emerge, advantage

ge, leadership, earn, basis, guest, sample, contribute, protection, additional, highly, title, mostly, lesson, faith, promote, living, unless, marry, tomorrow

Public Records Law

Board social media sites are subject to applicable public records laws. Any content maintained in a social media format related to agency business, including communication posted by the Agency and communication received from citizens, is a public record. The Departments maintaining the site, the Community Relations/Special Project Coordinator and IT are responsible for responding completely and accurately to any public records request for social media content.

Records Retention

Social media sites contain communications sent to or received by the Board and its employees, and such communications are therefore public records subject to ORC: 149.43. These retention requirements apply regardless of the form of the record (for example, digital text, photos, audio, and video). The Department maintaining a site shall preserve records pursuant to a relevant records retention schedule for the required retention period in a format that preserves the integrity of the original record and is easily accessible. Furthermore, retention of social media records shall fulfill the following requirements:

- Social media records are captured in a continuous, automated fashion throughout the day to minimize a potential loss of data due to deletion and/or changes on the social networking site.
- Social media records are maintained in an authentic format (i.e. ideally the native technical format provided by the social network, such as XML or JSON) along with complete metadata.
- Social media records are archived in a system that preserves the context of communications, including conversation threads and rich media, to ensure completeness and availability of relevant information when records are accessed.
- Social media records are indexed based on specific criteria such as date, content type, and keywords to ensure that records can be quickly located and produced in an appropriate format for distribution (e.g. PDF).
- Each employee who administers one or more social networking sites on behalf of the Board has self-service, read only access to search and produce relevant social media records to fulfill public information and legal discovery requests as needed.