

PROPOSED  
ORDINANCE NO. \_\_\_\_\_

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AN ORDINANCE  
TO BE ENTITLED:

AN ORDINANCE CREATING SECTION 2-7 OF THE CODE OF THE CITY OF PENSACOLA, FLORIDA; PROHIBITING THE USE OF PRIVATE EMAIL FOR GOVERNMENT BUSINESS; PROVIDING FOR SEVERABILITY; REPEALING CLAUSE; PROVIDING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY OF PENSACOLA, FLORIDA:

SECTION 1. Section 2-7 of the Code of the City of Pensacola, Florida are hereby created to read as follows:

Sec. 2-7. Use of personal electronic messaging accounts for official business

(A) Purpose and scope.

The purpose of this section is to ensure that official electronic communications occur through the use of government-issued email accounts to provide citizens with the highest level of transparency.

(B) Definitions.

The following definitions apply to this section:

*Electronic message.* Electronic mail and other electronic messaging systems that are used for purposes of communication between individuals.

*Electronic messaging account.* Any account that sends electronic messages.

*Officer.* Elected and appointed city officials including the mayor and city council members.

(C) General. An officer or employee of the City of Pensacola may not create or send a record using a non-official electronic messaging account unless such officer or employee:

(1) copies an official electronic messaging account of the officer or employee in the original creation or transmission of the record; or

(2) forwards a complete copy of the record to an official electronic messaging account of the officer or employee not later than 14 days after the original creation or transmission of the record.

(D) Enforcement. Violations of this section shall be enforced by the mayor, if violated by any employee of the City of Pensacola, and by the city council to the extent authorized by law if violated by the mayor or any member of council. Any violation of this Code may be subject to a penalty imposed by the city council or the mayor, as applicable, at their discretion.