



HARRISBURG TOWNSHIP PARK DISTRICT GENERAL SOCIAL MEDIA POLICY & STATEMENT

This policy establishes procedures for the administration and use by the Harrisburg Township Park District of Internet resources commonly referred to as “social media sites.” The purpose for use of social media sites is to obtain and disseminate information useful to and about the District. The District encourages the use of social media to further the goals of the District, subject to the terms and conditions set forth in this Social Media Policy & Statement.

The District’s primary and predominant Internet presence is the District’s website (<https://www.harrisburgpark.net>). The District’s social media sites are intended to supplement its website.

A District social media site is NOT A PUBLIC FORUM.

I. DEFINITIONS

The following words shall have the following meanings when used in this Policy.

“District” means HARRISBURG TOWNSHIP PARK DISTRICT.

“Board” means the Board of Commissioners of the District.

“Employee” means any individual in the employ of the District.

“Policy” means this General Social Media Policy & Statement.

“Social Media Site” means a venue, temporary platform or portal for displaying a copy of records.

“Record” means as defined by the Illinois Local Records Act (50 ILCS 205/3) – any document, file, or electronic material created by a local agency in the course of public business.

II. POLICY & PROCEDURES

A. Policy Statement

The Policy Statement for the District should read as follows and be posted on the profile of the social media site, the about page of the social media site, or permanently affixed at the top of the social media site:

The Harrisburg Township Park District has established a social media site for use by the District to distribute information to the community in a timely fashion. It is not a public forum. The District’s primary and predominant Internet presence is the District’s website (<https://www.harrisburgpark.net>). The District’s social media sites are intended to supplement its website.

All postings to the social media site are not public records under the Local Records Act [50 ILCS 205]. It is a copy of records managed under Item #1 – Administrative Files and Miscellaneous Correspondence, Application for Authority to Dispose of Local Records #19:216, and available at the Harrisburg Township Park District Office for review or FOIA request. Any and all questions concerning a posting, or to respond to it, please email office@harrisburgpark.net.

B. Approval and Administration

1. The establishment and use by any department of the District social media sites are subject to approval by the Executive Director.
2. All District social media sites shall be administered by the Recreation Director (“Administrator”). The Administrator and his or her designees shall be trained regarding the terms of the policy, including their responsibilities to review content submitted for posting to ensure compliance with the policy.
3. All District social media sites must adhere to applicable federal, state, and local laws, regulations, and policies.

C. Posting/Attachment Preparation

1. The Posting or Attachment should be created in a word processing program.
2. The Posting or Attachment should be reviewed and edited in the above-mentioned word processing program.
3. The material to be Posted or Attached shall be approved by the Administrator prior to being Posted or Attached to the social media site.
4. The Posting or Attachment document shall be printed for retention and maintained as a digital record for its full life cycle (retention period).
5. The Posting or Attachment shall be a copy of the text from the word processing program (Posting) or an image format (Attachment) that is generated from the original created document in the word processing program. An image format shall be retained and maintained as described in Number 4 above.
6. Not all Notices/Announcement from the District Website are required to be posted on the social media site, but all social media site Postings or Attachments should be posted on the District Website. The District’s primary and predominant Internet presence is the District’s Website (<https://www.harrisburgpark.net>). The District’s social media sites are intended to supplement its Website.
7. Posting a link should be limited to documents that are internal to the District and managed under the District’s records management program. Links to sites outside the District should not be posted. Since the District cannot ensure the security or viability of external links, they should not be used.
8. The Posting or Attachment shall be documented in the Social Media Postings and Posting Log.

D. Posting Period and Posting Log

1. The Posting Log shall be created in a spreadsheet application that records the posting description, social media site, initial posting date, content developer, approving authority, any attachments, record series identifier, and date of posting removal from the social media site.
2. The Posting Log will be a record managed under the rules of the State Records Commission or the Downstate Local Records Commission as appropriate.

3. The Posting Period for leaving the Posting or Attachment on the social media site should be a minimum of 48 hours, but not longer than five (5) working days past the applicable use date of the information being disseminated.

E. Correspondence & Record Retention

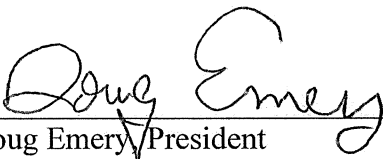
1. All postings to the social media site are not public records under the Local Records Act [50 ILCS 205]. It is a copy of records managed under Item #1 – Administrative Files and Miscellaneous Correspondence, Application for Authority to Dispose of Local Records #19:216.
2. The District should use the Administrative Assistant email address office@harrisburgpark.net as a contact point and said email address should be posted on the social media site.
 - a. This allows for easier monitoring and retention of message content as a record under the record series category “Administrative Files, Correspondence and Email not Associated with Another Record Series,” with retention of one year for local government agencies.
 - b. The email message should be retained under a specific record series when its subject applies to those specific records and use that specific record’s retention period.

III. AMENDMENTS

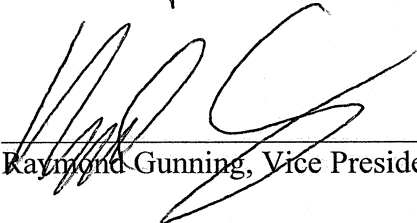
Any and all policies, resolutions or ordinances of the Harrisburg Township Park District which may conflict with this Policy shall be, and they are hereby, repealed. This Policy may be amended by the District at any time. If the Policy is amended, the District shall file a written copy of the Policy, as amended, with the Board and shall also advise all District employees of the existence of the amended Policy.

IV. EFFECTIVE DATE

This Policy becomes effective July 17, 2026.



Doug Emery, President

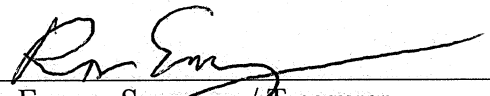


Raymond Gunning, Vice President

7/17/2026

Date Signed

ATTEST:



Ron Emery, Secretary / Treasurer

