

No. IT- 010	Policy Name: Internet Directory
Effective Date: 7-1-2011 Last Revised Date: 7-3-2014	Citywide Policy _ IT Policy <u>X</u> IT Procedure _
Approved By: IT Director	

**Internet Directory**

Information Technology will maintain a Directory of City employee contact information for all employees assigned City e-mail accounts. This will be updated as employees are hired and depart the organization. Contact information will be available through each users Office 365 account. Departments may optionally provide contact information for the public through the City website. Marketing Inc will coordinate any department website and public contact information posting on the website.