

MILLINGTON TOWNSHIP

POLICY FOR CONFIDENTIALITY OF TOWNSHIP

INFORMATION

I. Purpose

It is vital for the township to create a culture of confidentiality to protect its processes and stakeholders, especially concerning sensitive legal matters and complaints.

The purpose of this policy is to protect sensitive information pertaining to township operations, legal matters, and internal communications from unauthorized disclosure to the public. This is essential for maintaining the integrity of the township's governance and ensuring adherence to legal obligations.

This policy applies to all township officials, including elected officials, appointed officials, and employees of the township.

II. Definitions

Confidential Internal Documents include, but are not limited to:

- Emails and communications between and among township officials and staff.
- Legal communications, including attorney-client correspondence.
- Litigation strategy, settlement analysis, and pre-decisional memoranda.
- Zoning complaints and matters pending resolution before presentation at a meeting.
- Any information deemed sensitive by the township board.

III. Public Guidelines

1. Confidentiality Obligation:

All township officials are obligated to maintain confidentiality of information as defined in this policy. Sharing confidential information with unauthorized individuals, including citizens, is prohibited.

2. Permitted Disclosure:

Confidential information may only be disclosed in the following circumstances:

- When authorized by the township board.
- When required by law, regulation, or judicial order, i.e. request for public records under FOIA.
- To legal counsel for the purpose of obtaining legal advice.

3. Consequences of Breach:

Any township official found to have shared confidential information without authorization shall be subject to disciplinary actions, which may include censure, removal from Board-appointed roles, or other lawful Board action.

4. Reporting Violations:

Any official who becomes aware of a potential breach of this policy must report it immediately to the township board for investigation.

5. Training and Acknowledgment:

All township officials will receive training on the importance of confidentiality and this policy upon taking office. They must sign an acknowledgment form confirming their understanding and agreement to comply with the policy.

IV. Implementation

This policy will be enforced by the township board and reviewed annually to ensure its effectiveness and relevance. Any modifications to this policy must be approved by the board.

V. Recording of Rules

These rules shall be recorded in the minutes and kept on file with the Township Clerk.

Adopted: January 19, 2026

Millington Township Clerk:

Lorah Cameron

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