

COMPUTER POLICIES

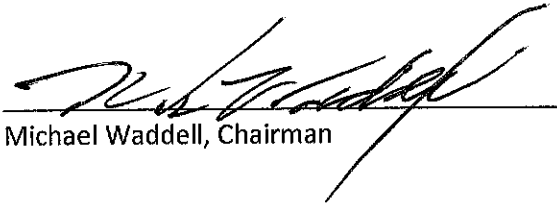
BROWSER HISTORY: Each Town of Gorham employee who has been assigned use of a town computer shall delete their browser history on the first (1st) and fifteenth (15th) of every month.

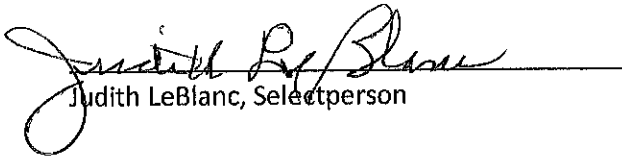
E-MAIL CORRESPONDENCE: Per RSA 33-A:3-a, each Town of Gorham employee who has been assigned use of a town computer shall delete, on a monthly basis (as of the 1st of the month) any email that is older than one year previous to the current date. To "delete" you must empty the "Deleted Items" or Recycle Bin" folder, RSA 91-A:4.

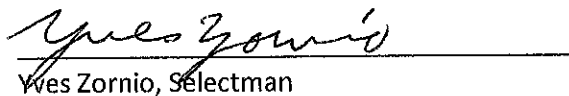
EXCEPTIONS: If there is any pending 91-A request for either a browser history or e-mail correspondence that includes dates prior to the above-policy, then employees shall not make deletions until which time the request has been satisfied.

This policy is effective on June 13th, 2022.

Approved by the Board of Selectmen:


Michael Waddell, Chairman


Judith LeBlanc, Selectperson


Yves Zornio, Selectman