



## **FAYETTE COUNTY RECORDER OF DEEDS OFFICE**

61 East Main Street, Uniontown, PA 15401

Office: 724-430-1238 / Email: [jmarietta@fayettepa.org](mailto:jmarietta@fayettepa.org)

**JON R. MARIETTA JR.**

RECORDER OF DEEDS

## **Official Social Media Policy**

**Adopted: May 13, 2025**

### **Purpose**

The Fayette County Recorder of Deeds Office maintains an official social media presence to provide accurate, timely, and transparent information to the public. This policy establishes guidelines for the use and management of official Recorder of Deeds social media channels, consistent with Pennsylvania law governing county offices and municipal agencies.

### **Scope**

This policy applies to all social media accounts officially created, owned, or maintained by the Fayette County Recorder of Deeds. At the time of adoption, the only approved and active social media channel is the official Fayette County Recorder of Deeds Facebook Page.

### **Governance**

#### **1. Approval Authority**

- All content must be reviewed and approved by either the Recorder of Deeds or the Deputy Chief of Staff prior to posting.
- No other staff member, contractor, or third party is authorized to post, edit, or manage content on official social media channels.

#### **2. Access**

- Only the Recorder of Deeds and the Deputy Chief of Staff shall have direct access to login credentials and administrative rights.
- Passwords must be secured, updated regularly, and stored in accordance with County IT security policies.



## **FAYETTE COUNTY RECORDER OF DEEDS OFFICE**

61 East Main Street, Uniontown, PA 15401

Office: 724-430-1238 / Email: [jmarietta@fayettepa.org](mailto:jmarietta@fayettepa.org)

**JON R. MARIETTA JR.**

RECORDER OF DEEDS

## **Official Social Media Policy**

**Adopted: May 13, 2025**

### **Content Guidelines**

#### **1. Informational Use Only**

- The official social media channel is informational in nature.
- To maintain compliance with Pennsylvania law and avoid viewpoint discrimination concerns, all public comments will be limited, restricted, or disabled.

#### **2. Permitted Content**

- Official announcements, public service announcements (PSAs), and press releases issued by the Recorder of Deeds Office.
- Information regarding Recorder of Deeds services, hours, fees, policies, and office operations.
- Local government-related events or notices that serve a public interest.

#### **3. Prohibited Content**

- Campaign or political materials of any kind.
- Endorsements of candidates, parties, or partisan positions.
- Commercial advertising unrelated to Recorder of Deeds operations.

### **Compliance with Pennsylvania Law**

This policy is adopted in compliance with applicable Pennsylvania statutes and case law governing the use of public resources, including but not limited to:

1. Pennsylvania County Code (16 P.S. § 101 et seq.) which requires that county resources be used only for official public purposes.
2. Pennsylvania Sunshine Act (65 Pa.C.S. §§ 701–716), ensuring transparency and public access to information.
3. Pennsylvania Election Code which prohibits the use of public resources for political or campaign purposes.
4. By restricting use to approved, informational content and prohibiting political or campaign activity, this policy ensures compliance with state law and maintains the office's nonpartisan role.



**FAYETTE COUNTY RECORDER OF DEEDS OFFICE**

61 East Main Street, Uniontown, PA 15401

Office: 724-430-1238 / Email: [jmarietta@fayettepa.org](mailto:jmarietta@fayettepa.org)

**JON R. MARIETTA JR.**

RECORDER OF DEEDS

**Official Social Media Policy**

**Adopted: May 13, 2025**

**Records Retention**

- Social media postings are considered public records under the Pennsylvania Right-to-Know Law (RTKL) (65 P.S. § 67.101 et seq.).
- Copies of all posts shall be archived and maintained in accordance with the Fayette County records retention schedule.

**Enforcement**

- Violations of this policy may result in disciplinary action consistent with County personnel policies.
- Unauthorized use, access, or posting may result in revocation of access privileges and referral for further action.

**Adopted by the Fayette County Recorder of Deeds Office on May 13, 2025.**

