DRAFT
Content Management Policy for LWV Kitsap

Goal
Maintain timely and compliant digital content (videos, content, PDFs) on the League’s public platforms.

Issues/Concerns
- Ensure that content does not contain images/photographs/video segments that are owned by others. IF we do use said content, we have written permission to do so.
- Ensure that website content is timely - and does not grow stale.
- Maintain an archive of older material “Just in case”, but not readily accessed via the League website, through Google/YouTube or any other social media searches.

How
- Existing content:
  - Create guidelines for when to “age out” content on the platforms. Example:
    - Candidate forums: no more than six months after election.
    - Topical forums: no more than one year after publication.
    - Voter newsletter PDFs: no more than two years after publication.
    - Other: ad hoc policy.
  - Ask the League social media site managers to “purge” older content.
  - As content is purged from general view, host it either on a non-published website page, or in Google Drive and/or Google YouTube (private listing).
  - Maintain a directory of no-longer-published content indefinitely.

- New content:
  - Publish guidelines to league members who plan to contribute content, as well as to third parties who plan to share content (e.g., share slide content that will be recorded in a zoom video, or PDFs that will be shared on the League website).
  - Ensure review prior to publishing (need to designate someone who will be responsible for review).

TBD:
- Review/approval process: who “signs off” on content before it’s made public via YouTube, website, social media.
  - “Sponsor” is responsible for identifying™ items and securing permission.
  - The President (or one of the Co-presidents) should review and give okay prior to publishing.
- If we do ask for and receive approval to use an™ item, where do we store that paper trail?