

**City of Lafayette - Policy for Use of City Letterhead by Elected Officials**

**February 8, 2007**

All documents created on City Letterhead are subject to Oregon Public Records Laws and, as such, a copy of all documents must be provided to City Hall for archiving.

All documents created on City Letterhead shall reference official city business only, and must reflect views or policies approved by the council.

Documents shall not contain or reference anything that could be mistaken as campaigning for or against a person or measure.